

Public Document Pack

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Head of Legal and Democratic Services
Pennaeth Gwasanaethau Cyfreithiol a Democraataidd



To: Patricia Jones (Chair)

CS/NG

Councillors: David Cox, Hilary McGuill and
Arnold Woolley

1 July 2014

Co-opted Members

Robert Dewey, Jonathan Duggan-Keen, Phillipa
Ann Earlam, Edward Michael Hughes and Kenneth
Harry Molyneux

Tracy Waters 01352 702331
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Dear Sir / Madam

A meeting of the **STANDARDS COMMITTEE** will be held in the **CLWYD COMMITTEE ROOM, COUNTY HALL, MOLD CH7 6NA** on **MONDAY, 7TH JULY, 2014** at **6.30 PM** to consider the following items.

Please note that a training session for the Standards Committee members will be held from 6.00pm until 6.30pm.

Yours faithfully

Democracy & Governance Manager

AGENDA

- 1 **APOLOGIES**
- 2 **DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)**
- 3 **MINUTES** (Pages 1 - 6)

To confirm as a correct record the minutes of the meeting held on 12 May 2014.

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The Council welcomes correspondence in Welsh or English
Mae'r Cyngor yn croesawau gohebiaeth yn y Cymraeg neu'r Saesneg

4 **DISPENSATIONS**

5 **PETER KEITH-LUCAS STANDARDS' COMMITTEE TRAINING**

To receive feedback from the training event held on 1 July 2014.

6 **OFFICERS' CODE OF CONDUCT** (Pages 7 - 20)

To consider a revised and updated officers' code of conduct prior to its consideration by the Council's Constitution Committee.

7 **LOCAL RESOLUTION PROCEDURE** (Pages 21 - 24)

To receive a verbal update on the attached Procedure.

8 **HEESOM V THE PUBLIC SERVICES OMBUDSMAN FOR WALES** (Pages 25 - 28)

To brief Members on the outcome of the recent High Court decision and its implications for the Council.

9 **RETIREMENT FROM THE COMMITTEE**

A verbal report will be provided by the Monitoring Officer.

10 **FORWARD WORK PROGRAMME** (Pages 29 - 30)

For the Committee to consider topics to be included on the attached Forward Work Programme.

STANDARDS COMMITTEE

12 MAY 2014

Minutes of the meeting of the Standards Committee of Flintshire County Council held in the Clwyd Committee Room, County Hall, Mold CH7 6NA on Monday, 12 May 2014

PRESENT: Mrs Patricia Jones (Chair)

Councillors: David Cox and Hilary McGuill

Co-opted members: Robert Dewey, Jonathan Duggan-Keen, Phillipa Ann Earlam and Kenneth Harry Molyneux

APOLOGIES:

Councillor Arnold Woolley

Edward Hughes

IN ATTENDANCE:

Head of Legal and Democratic Services, Democracy & Governance Manager and Committee Officer

58. DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

No declarations of interest were made.

59. MINUTES

The minutes of the meeting of the Committee held on 7 April 2014 were submitted.

RESOLVED:

That the minutes be approved as a correct record and signed by the Chair.

60. DISPENSATIONS

The Democracy & Governance Manager explained that a meeting of the Planning & Development Control was due to be held on 14 May 2014. He explained that one of the recommendations was that if planning permission was granted, two schools in Hawarden would receive a payment for educational contributions. The Democracy & Governance Manager outlined the wording in the Member Code of Conduct and provided details of the requests for dispensation from Councillors David Mackie and Alison Halford.

The Democracy & Governance Manager advised that as Councillor Mackie was not a Member of the Planning Committee, the Member Code of Conduct indicated that he could speak for three minutes (the same as for a member of the public). He was requesting to speak for five minutes and the Democracy & Governance Manager recommended that following Councillor Mackie speaking, he should leave the room for the rest of that item. He also explained that Councillor Halford had requested to speak for five minutes and also as she was a Member of the Planning Committee to vote and communicate with officers outside of the formal meeting. He explained that a database of

previous dispensations was kept and he highlighted a similar dispensation which had been granted for Members on the Planning Committee who had also been on the Management Committee of the Buckley Health Centre; they had been granted permission to speak but not vote on applications for Buckley Health Centre.

Following a question from the Chair and Mr. Kenneth Molyneux, the Democracy & Governance Manager explained that if Councillors were not on the Planning Committee, they could speak for five minutes as local Members on applications in their ward if they did not have a personal and prejudicial interest. However, without submission of an application for dispensation, they would only be entitled to speak for three minutes and would then be required to leave the room during discussion of the application. Councillor Hilary McGuill said that she did not have an issue with Councillor Mackie being able to speak for five minutes and then leave the chamber. She proposed that Councillor Mackie be granted dispensation to speak for five minutes and then be asked to leave the chamber and that the dispensation be granted for 12 months.

On the issue of Councillor Halford's request for dispensation, the Head of Legal and Democratic Services advised that for previous dispensations of a similar nature, Councillors had been permitted to communicate in writing with officers to allow for a clear and transparent record to be held, and had been permitted to speak but not vote on applications.

In response to comments from Ms. Phillipa Earlam and Mr. Robert Dewey about the finance aspect of the educational contributions for Hawarden High School, and a comment from Councillor Hilary McGuill, the Democracy & Governance Manager provided a detailed explanation of section 106 obligations for educational contributions on planning applications and advised that Councillor Halford being Chair of the Audit Committee was not relevant to the determination of the dispensation request.

Following a discussion about the educational contributions, the Head of Legal and Democratic Services suggested that Councillor Halford also be granted dispensation to speak for five minutes, which was the same for Councillor Mackie, and that the Committee needed to decide if she was permitted to vote and therefore remain in the meeting for the debate. Mr. Kenneth Molyneux felt that the dispensations granted for the Buckley Health Centre Management Committee Members had set a precedent.

Mr. Dewey proposed that Councillor Halford be allowed to speak for five minutes but should then leave the meeting prior to the debate of the application and be permitted to communicate in writing with officers outside of the meeting; the proposal was duly seconded. Councillor David Cox provided details of the sums requested as part of the planning application for educational contributions and said that the monies would benefit the community and that Councillor Halford should therefore be permitted to vote. The Democracy & Governance Manager explained that Councillor Halford would not have had any involvement in the calculation of the figures and that the figure would have been calculated by the Planning Officers using a formula.

On being put to the vote, the proposal to speak, not vote, leave the meeting for the period of the debate, and to be able to communicate in writing with officers was lost. Councillor McGuill then proposed that Councillor Halford be able to speak, vote, and communicate in writing with officers and on being put to the vote, the proposal was carried.

RESOLVED:

- (a) That Councillor David Mackie be granted dispensation under paragraph (d) of the Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 for a period of 12 months (ending 12 May 2015) to speak for 5 minutes at the Planning Committee but to leave the room after he has spoken. The dispensation to apply to planning application 051613 or any application which in the opinion of the Monitoring Officer was similar.
- (b) That Councillor Alison Halford be granted dispensation under paragraph (d) of the Standards Committee (Grant of Dispensations) (Wales) Regulations 2001 for a period of 12 months (ending 12 May 2015) to speak at the Planning Committee, to vote on the application and to communicate with officers in writing. The dispensation to apply to planning application 051613 or any application which in the opinion of the Monitoring Officer was similar.

61. REPORT BACK FROM THE NORTH WALES STANDARDS COMMITTEES FORUM

The Chair provided a verbal update on the North Wales Standards Committee Forum meeting that had been held at Flintshire County Council on 29 April 2014. It had been an opportunity for other Standards Committee members in North Wales to share ideas and discuss suggestions for issues to be considered by all of the Standards Committees in North Wales.

She explained that some of the issues that had been discussed were as follows:-

- some Standards Committees were more integrated in the workings of their Council
- Chairs and members of the Committees had been involved in training sessions for Town and Community Councils in their areas
- appraisals of individual Standards Committee members in some Councils had been undertaken by the Chair of the Committee who had in turn been appraised by the Monitoring Officer

Councillor David Cox felt that the co-opted members of the Standards Committee were volunteers who were not paid for their role and should therefore not be subject to an appraisal process. The Democracy & Governance Manager explained that Elected Members did not have appraisals but they could discuss any training needs with an experienced Councillor. He added that officers were also subject to appraisals which included discussing training needs and suggested that co-opted members of the Committee could discuss any training requirements with the Chair of the Committee.

The Chair provided details of the form that the Forum meeting had taken and explained that the first meeting held in Wrexham in December 2013 had included a session on training Town and Community Councils, which had been welcomed by those in attendance. The Head of Legal and Democratic Services provided details of the training that he had provided. The Chair indicated that a training session on hearings was to be arranged, which would be held in Anglesey and the Head of Legal and Democratic Services advised that once a date had been agreed, he would email the committee members to advise them and to ask whether they would like transport arranging for them to attend. Councillor Hilary McGuill asked if it would be possible for the training to be recorded for those who were unable to attend. The Head of Legal and Democratic Services confirmed that he would make enquiries as to whether this could be undertaken.

The Head of Legal and Democratic Services advised that the Vice-Chairman had also attended the Forum, and even though he was unable to attend this meeting, he had provided feedback of his experience of the meeting which the Head of Legal and Democratic Services shared with the Committee. This included his observation that Flintshire County Council Standards Committee was the most proactive of all North Wales Standards committees and met most often. He had also commented on training with Town & Community Councils and the suggestion that the new Ombudsman be invited to attend a training session at a future Forum meeting.

Councillor McGuill asked if the issue of how other Standards Committees dealt with requests for dispensation, in particular those relating to Section 106 obligations on planning applications, could be raised at a future meeting of the Forum.

RESOLVED:

- (a) That the update be received;
- (b) That an email be sent to the Committee members when a date has been confirmed for training on hearings, to ask if they would like transport to the training arranging for them.

62. RECORDING MEMBER ATTENDANCE AT TRAINING ON THE COUNCIL'S WEBSITE

The Democracy & Governance Manager introduced a report to consider the practicalities of recording Member attendance at training as part of the Council's website.

He detailed the background to the report and explained that not all training was mandatory and it was therefore not possible to establish a percentage attendance record. Attendance was monitored and an update on attendance at training was regularly submitted to the Democratic Services Committee. When the report was last considered by the Committee, they had resolved that all Members be sent a questionnaire about reasons for poor attendance at training;

the results would be reported to a future meeting of the Democratic Services Committee.

The Democracy & Governance Manager explained how publishing attendance at training events could give a misleading impression to the public. In response to a question from Mr. Robert Dewey, the Democracy & Governance Manager said that Members of the Planning Committee had to attend 75% of planning training over a two year period. He added that a record of attendance was kept by Member Services but that it was not always 100% accurate.

The Head of Legal and Democratic Services advised Planning Committee Members had to attend the required amount of planning training in order to continue serving on the Committee. An annual update of attendees at Audit Committee training was also submitted to that Committee.

Mrs. Phillipa Earlam said that it was important to distinguish between mandatory and non-mandatory training and to ensure that attendance was accurately recorded.

Following a discussion, Councillor McGuill proposed that the information should not currently be recorded on the website and that an update be provided to this Committee once a report on attendance had been submitted to the next meeting of the Democratic Services Committee.

RESOLVED:

- (a) That member attendance at training events continue to be recorded by Member Services but statistics not be published on the Council's website;
- (b) That a further report be submitted to the Standards Committee following consideration by the Democratic Services Committee in July 2014.

63. FORWARD WORK PROGRAMME

The Head of Legal and Democratic Services introduced the report and invited members to submit items for consideration at future meetings.

The Democracy & Governance Manager explained that the 'Review of effectiveness and operation of Local Resolution Procedure' should be deleted from the entry for June 2014 as it was to be considered at the July 2014 meeting. He confirmed that the update report on attendance at training was also to be submitted to the July meeting of Democratic Services Committee and would therefore be considered by this Committee at the meeting scheduled for September 2014.

Councillor Hilary McGuill made a request for a discussion at a future meeting of the Standards Committee Forum on dispensation requests in relation to Section 106 obligations on planning applications in order to see how other Councils handled the issue.

RESOLVED:

- (a) That the Forward Work Programme be updated to:
- delete the entry for the 'Review of effectiveness and operation of Local Resolution Procedures' for the meeting scheduled for June 2014
 - include an update on 'Recording Member attendance at training for submission to a future meeting once it has been considered by the Democratic Services Committee.
- (b) That subject to (a), the Forward Work Programme be approved.

64. MEMBERS OF THE PRESS AND PUBLIC IN ATTENDANCE

There were no members of the public or press in attendance.

(The meeting started at 6.30 pm and ended at 7.41 pm)

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Chair

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **STANDARDS COMMITTEE**
DATE: **MONDAY, 7 JULY 2014**
REPORT BY: **MONITORING OFFICER**
SUBJECT: **OFFICERS' CODE OF CONDUCT**

1.00 PURPOSE OF REPORT

- 1.01 To consider a revised and updated officers' code of conduct prior to its consideration by the Council's Constitution Committee.

2.00 BACKGROUND

- 2.01 The officers' code of conduct forms part of the Council's Constitution. At its meeting on the 24 July 2014 the Constitution Committee considered a report recommending a programmed review of the Constitution over a 3 year period and resolved to endorse that programmed review. The third year of that programme includes reviewing the officers' code of conduct.
- 2.02 In reviewing the officers' code there has been consultation with the Chief Executive as Head of the Paid Service, the HR & OD department and with Trade Union representatives including a report to the Flintshire Joint Trade Union Committee meeting of the 29 May 2014. The draft revised officers' code of conduct is attached as Appendix 1 showing tracked changes from the current wording.

3.00 CONSIDERATIONS

- 3.01 In undertaking the review of the Constitution the guiding principles have been to update to reflect current arrangements, avoid unnecessary bureaucracy and avoid ambiguity of wording. Consultation with HR & OD identified the last of these as currently being an issue with the existing code.
- 3.02 In revising the officers' code the Monitoring Officer and Deputy Monitoring Officer have considered provisions in the Members' code which have influenced the provisions in sections 10 and 11 of the draft revised officers' code.
- 3.03 As explained at the training held prior to the Standards Committee meeting on the 12 May, one of the differences between the Members' code and the officers' code is that whilst the vast majority of the

Members' code is prescribed by legislation only a small part of the officers' code is prescribed by legislation. These parts are shown in bold in Appendix 1 and automatically incorporated into individual contracts of employment. With the exception of paragraph 3 these statutory provisions remain unchanged. Paragraph 3 has been updated to reflect the change in legislation whereby salary is no longer a category of politically restricted post.

- 3.04 The main changes to the officers' code relate to personal interests, gifts & hospitality and employees outside work (sections 8 to 10 in Appendix 1). These replace paragraphs in section 8 of the existing code that were less clear as to the requirements placed on employees.
- 3.05 The draft revised code includes a new section on the disclosure of information (section 11). Whilst the Constitution contains access to information procedure rules explaining the legislation relating to information rights these requirements had not previously been expressly covered in the officers' code. In view of the importance and volume of information dealt with by officers in the course of their work this is regarded as a significant omission from the current code.
- 3.06 The draft revised code has been updated to reflect the Council's new senior management structure as currently implemented. Further updating changes will be made when the post of Head of Governance has been filled.
- 3.07 In consultation the Trade Unions have welcomed the proposed changes to the officers' code.

4.00 RECOMMENDATIONS

- 4.01 The committee is recommended to approve the draft revised officers' code of conduct shown in Appendix 1.

5.00 FINANCIAL IMPLICATIONS

- 5.01 None as a result of this report.

6.00 ANTI POVERTY IMPACT

- 6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

- 7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

- 8.01 Equality issues have been considered in reviewing the code.

9.00 PERSONNEL IMPLICATIONS

9.01 The proposed revisions to the code will not increase officer workload.

10.00 CONSULTATION REQUIRED

10.01 With the Chief Executive, HR & OD department and recognised Trade Unions.

11.00 CONSULTATION UNDERTAKEN

11.01 With the Chief Executive, HR & OD department and recognised Trade Unions.

12.00 APPENDICES

12.01 Draft revised officers' code of conduct.

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

Existing Code of Conduct.

Contact Officer: Peter Evans
Telephone: 01352 702304
Email: peter.j.evans@flintshire.gov.uk

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Officers' Code of Conduct

The words in italics comprise the statutory Officers' Code of Conduct which is automatically incorporated into Officers' Contracts of Employment and will prevail in circumstances where there is any contradictory provision elsewhere in the Code.

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General Principles

1. *The public is entitled to expect the highest standards of conduct from all qualifying employees of relevant authorities. The role of such employees is to serve their employing Authority in providing advice, implementing its policies, and delivering services to the local community. In performing their duties, they must act with integrity, honesty, impartiality and objectivity.*

1.1 Local government employees are expected to give the highest possible standard of service to the public and, where it is part of their duties, to provide appropriate advice to Councillors and fellow employees with impartiality. Flintshire employees are expected to show respect and courtesy in their dealings with the public, Councillors and fellow employees providing them with impartial and appropriate advice.

Deleted: Employees will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the appropriate level of management any deficiency in the provision of service.

Accountability

2. *Qualifying employees of relevant authorities work for their employing Authority and serve the whole of that Authority. Qualifying employees are defined as all employees of a relevant Authority unless exempted by statutory regulation, e.g. Teachers and Officers of Fire Authorities. They are accountable to, and owe a duty to that Authority. They must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.*

2.1 Employees must report any impropriety or breach of procedure to their immediate manager, except where that relates to the conduct of the manager when it must be reported to the manager's manager. Managers should, in turn, report breaches to their manager. The Chief Officer shall notify the Head of Legal & Democratic Services of the occurrence.

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2.2 All employees are required to familiarise themselves with and comply with the Council's Financial Procedure Rules. Any employee who fails to observe Financial Procedure Rules may be subject to disciplinary action.

Deleted: Each Director shall be required to bring the Council's Financial Regulations to the attention of all employees within their directorate.

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2.3 Orders and contracts must be awarded on merit and no special favour should be shown in the procurement process to businesses run by, for example, friends, partners or relatives. No part of the local community should be discriminated against.

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2.4 Employees involved in the procurement process and dealing with Contractors should be clear on the separation of client and Contractor roles within the Authority. Senior employees who have both a client and Contractor responsibility must be aware of the need for accountability.

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2.5 Employees in Contractor or client units must exercise fairness and impartiality when dealing with all customers, suppliers, other Contractors and sub-Contractors.

2.6 Employees who are privy to confidential information on Tenders or costs for either internal or external Contractors must not disclose that information to any unauthorised party or organisation.

2.7 Employees contemplating a management buyout must, as soon as they have formed a definite intent, inform their manager and withdraw from the contract awarding processes.

2.8 Employees must ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

2.9 Employees must be aware that it is a serious criminal offence for them corruptly to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. If an allegation is made it is for the employee to demonstrate that any such rewards have not been corruptly obtained.

2.10 Local Government Act 1972 117 - Pecuniary Interests - provides that if officers know that a contract in which they have a pecuniary interest is before the local Authority, they must give notice of their interest to the Authority. This does not, of course, apply to a contract with them in their own name because the Authority will then know of their interest. Section 117(2) forbids any officer "under colour of" their office or employment to accept "any fee or reward" whatsoever other than proper remuneration.

2.11 *The Bribery Act 2010*

The Bribery Act 2010 creates criminal offences for any individual who either offers or receives a financial or other advantage intending the advantage to be rewarded by the improper performance of a function

or activity. The Act also creates an offence of directly or indirectly offering, promising or giving a bribe to a foreign public official so as to influence the actions of the foreign public official. Any individual found guilty of any of these offences is liable to imprisonment for up to a maximum period of 10 years.

2.12 Where an outside organisation wishes to sponsor or is seeking to sponsor a local government activity, whether by invitation, Tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Any offer of sponsorship should only be accepted if the appropriate **Chief Officer** has so decided. Particular care must be taken when dealing with Contractors or potential Contractors.

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2.13 Any offers of sponsorship received by employees should be referred to their **Chief Officer** for decision

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2.14 Where the Authority wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to an appropriate manager of any such interest. Similarly, where the Authority through sponsorship, grant aid, financial or other means, gives support in the community, employees must ensure that impartial advice is given and that there is no conflict of interest involved.

Political Neutrality

3. **Qualifying employees of relevant authorities, whether or not politically restricted, must follow every lawfully expressed policy of the Authority and must not allow their own personal or political opinions to interfere with their work. Where qualifying employees are politically restricted (by reason of the post they hold **or** the nature of the work they do), they must comply with any statutory restrictions on their political activities.**

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3.1 Employees serve the Authority as a whole. It follows they must serve all Councillors and not just those of the controlling group, and must ensure that the individual rights of all Councillors are respected.

3.2 Subject to the Authority's conventions, employees may be required to advise political groups. They must do so in ways which do not compromise their political neutrality.

3.3 Employees, whether or not politically restricted, must follow every lawful expressed policy of the Authority and must not allow their own personal or political opinions to interfere with their work.

3.4 Political assistants appointed on fixed term contracts in accordance with the local Government and Housing Act 1989 are exempt from the standards set in paragraphs 3.1 to 3.3.

3.5 The Local Government and Housing Act 1989, Pt 1 contains provisions to stop 'twin-tracking' (where a senior local Authority employee is also an elected Member of another local Authority) and to restrict the political activity of senior employees. Local Authority employees holding politically restricted posts are disqualified from membership of any local Authority, other than a parish or community Council (sl(1)), from being an MP, AM or MEP and are subject to prescribed restrictions on their political activity (sl(5),(6)).

3.6 The Local Government & Housing Act 1989 requires each Council to maintain a list of its politically restricted posts. These are posts which are:-

(a) specified in the legislation, such as the Head of Paid Service, Chief Officers and their Deputies.

(b) those posts which have delegated powers to make decisions on behalf of the Council.

(c) those posts that regularly provide advice at Council, Cabinet or formal Committee or sub Committee meetings.

(d) those posts that speak on behalf of the authority on a regular basis to journalists and broadcasters.

3.7 The political restrictions are deemed to be incorporated in the contract of employment of every local Authority employee who holds a politically restricted post. If you are uncertain as to whether your post is politically restricted you should seek clarification from your immediate manager and, if uncertainty remains, contact the Democracy and Governance Manager.

Relations with members, the public and other employees

4. **Mutual respect between qualifying employees and members is essential to good local government, and working relationships should be kept on a professional basis.**

5. **Qualifying employees of relevant authorities should deal with the public, members and other employees sympathetically, efficiently, and without bias.**

5.1 Councillors

Employees are responsible to the Authority through its senior managers. For some their role is to give advice to Councillors and senior managers, and all are there to carry out the Authority's work. Mutual respect between employees and Councillors is essential to good local government. Close personal familiarity between employees and individual Councillors can damage the

Deleted: Officers (Political Restriction) Regulations 1990 and the Local Government (Politically Restricted Posts) (No2) Regulations 1990 cover the posts which are politically restricted. These are:

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Deleted: and the Monitoring Officer. Chief Officers and their deputies are restricted without exemption or appeal;¶

Deleted: all posts which reach or exceed a prescribed remuneration ceiling (equivalent to Spinal Column Point 44). These posts are automatically included on a list which employing authorities are under a duty to prepare unless exemption for individuals is granted;

Deleted: all posts which meet the duties-related criteria for determining a 'sensitive' post, irrespective of remuneration level, unless the post holder appeals successfully against determination. These posts are defined as those which (i) give advice on a regular basis to the employing Authority, to any Committee or Sub-Committee or another joint Committee on which the Authority is represented (but excluding purely factual information) or (ii) speak on behalf of the Authority on a regular basis to journalists and broadcasters.

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relationship and prove embarrassing to other employees and Councillors and should therefore be avoided.

5.2 The Local Community and Service Users

Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the Authority.

5.3 Contractors

Orders and contracts must be awarded on merit, by fair competition, and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the procurement process. No part of the local community should be discriminated against.

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If during the course of your work you are dealing with an external Contractor with whom you have, or have had within the last 12 months, a business or private relationship you must immediately make your manager aware of that relationship.

Equality

6. Qualifying employees of relevant authorities must comply with policies relating to equality issues, as agreed by the Authority, in addition to the requirements of the law.

6.1 All local government employees must ensure that policies relating to equality issues as agreed by the Authority are complied with in addition to the requirements of the law. All members of the local community, customers and other employees have a right to be treated with fairness and equity.

Stewardship

7. Qualifying employees of relevant authorities must ensure that they use public funds entrusted to them in a responsible and lawful manner, and must not utilise property, vehicles or other facilities of the Authority for personal use unless authorised to do so.

7.1 All employees are required to familiarise themselves with the Council's Financial Procedure Rules and Contract Procedure Rules, and know where they can inspect a copy of them. Any doubt concerning Financial Procedure Rules and Contract Procedure Rules, should be raised with your immediate manager and, if the doubt continues, with the Finance Department.

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- 7.2 Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the Authority.

Personal Interests

8. ***Whilst qualifying employees' private lives are their own concern, they must not allow their private interests to conflict with their public duty. They must not misuse their official position or information acquired in the course of their employment to further their private interests, or the interests of others. In particular, they must comply with:***

- (1) any rules of their relevant Authority on the registration and declaration by employees of financial and non - financial interests,***
- (2) any rules of their relevant Authority on the declaration by employees of hospitality or gifts offered to or received by them, from any person or organisation doing or seeking to do business, or otherwise benefiting or seeking to benefit from a relationship with the Authority. Qualifying employees must not accept benefits from a third party unless authorised to do so by their relevant Authority.***

8.1 In addition to the criminal offence under Section 117 of the Local Government Act 1972 concerning pecuniary interests (see paragraph 2.10 above) there are the following rules concerning personal interests.

8.2 Employees have a personal interest whenever a reasonable person would perceive a conflict between the employee's private interests and the work the employee does for the authority.

8.3 There would be a personal interest under 8.2 if in the course of the employee's Council work he/she would normally deal with a matter that would affect him/her, their family, a close personal associate, their property, or an organisation they are associated with. For instance, if in the course of the employee's work they would normally deal with a planning application affecting a relative's property or where the employee is involved in processing a payment to an organisation with which the employee is associated.

8.4 Wherever the employee has such a personal interest they should immediately draw it to the attention of their Line Manager who would normally decide that the employee should not be involved in dealing with that matter. This does not mean that the employee can not be

Deleted: Some employees have conditions of service which require them to obtain written consent to take any outside employment. All employees should be clear about their contractual obligations and should not take outside employment which conflicts with the Authority's interests.

Deleted: It is stressed to employees of all grades that they should not undertake outside work if their official duties overlap in some way with their proposed work, if it causes a conflict of interest, or if it makes use of material to which the employee has access by virtue of his or her position (for example, an architect or planner who draws up plans within the Authority for an applicant for planning consent). It is irrelevant whether or not the work is paid.¶

Deleted: Employees' off duty hours are their personal concern but they should not subordinate their duty to their private interests or put themselves in a position where their duty and their private interests conflict.

Deleted: Any additional employment undertaken by employees must not conflict with or react detrimentally to the Authority's interests, or in any way weaken public confidence in the conduct of the Authority's business. Employees above Scale 6 shall devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council.¶

trusted but is to protect both the Council's reputation and the employee's reputation against allegations of favouritism. In exceptional circumstances where the employee's skills can not be replicated the Manager may allow the employee to undertake the work but put in place other controls such as being copied into all communications.

8.5 The arrangements must be recorded in writing and communicated to all other employees who need to know what the arrangements are. Each Chief Officer should have a register to record all such declarations of interest and any consequential working arrangements promptly in it. It is the employee's responsibility to ensure their declaration of interest is recorded.

8.6 Intellectual property

Intellectual property is a generic term that includes inventions, creative writings and drawings. If these are created by the employee during the course of employment then, as a general rule, they belong to the employer. However, various Acts of Parliament cover different types of intellectual property.

8.7 Inventions and Patents

Inventions made before 1st June 1978 are the property of the employer if made in the course of that employer's employment. However, the Patents Act 1977 states that after the 1st June 1978 inventions are only the property of the employer if:-

- * they have been made in the course of the employee's normal duties; or
- * they have been made in the course of duties specifically assigned to the employee and where invention might be reasonably expected; or
- * it was made in the course of the employee's duties and at the time the employee had (because of the nature of his or her duties and particular responsibilities arising from them) a special obligation to further the interests of the employer.

Section 9 – Gifts & Hospitality

9.1 In addition to the criminal offences covered by the Bribery Act 2010 referred to in paragraph 2.11 above there are the following rules concerning gifts and hospitality.

9.2 Employees must not retain personal gifts obtained, whether directly or indirectly, as a result of their work for the authority. The only gifts that employees are entitled to retain are insignificant items of token value such as pens and diaries. With any other gifts the employee should draw this to the attention of their Line Manager who may decide that rather than the gift being returned it should be forwarded to the civic office as a donation to the Chair's charity. All offers of gifts should be recorded in the register maintained by the Chief Officers.

Deleted: No outside work of any sort will be undertaken on Council premises, and use of facilities, e.g. telephones, or access to typists is forbidden. Employees are also instructed that correspondence and incoming telephone calls related to outside work are not allowed.¶

Deleted: 8.8 Employees must declare to their manager any non-financial interests that they consider could bring about conflict with the Authority's interests.¶

¶ 8.9 Employees must declare to their manager any financial interests which could conflict with the Authority's interests.¶

¶ 8.10 Managers must in turn report any such declared interests to their manager.¶

¶ 8.11 Employees must declare to the Head of Legal & Democratic Services membership of Freemasonry or of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.¶

¶ 8.12 The Authority will maintain a register of written declarations by employees who are members of Freemasonry or any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about the rules or membership or conduct. Such a register will be maintained by the Head of Legal & Democratic Services, the register being disclosed to the extent the Head of Legal & Democratic Services believes it to be in the interests of the Council. ¶

¶ 8.13 All employees must disclose any personal interests that they feel conflicts with the Authority's interests (e.g. acting as a school governor within schools maintained by the Authority, involvement with an organisation receiving grant aid from the Authority, membership of a National Health Service Trust Board, involvement with an organisation or pressure group which may seek to influence their Authority's policies.)¶

9.3 Offers of hospitality can only be accepted when authorised by Chief Officers or where covered by paragraph 9.4 below.

9.4 Unless specifically authorised by the Chief Officer hospitality can only be accepted when an employee is attending conferences or courses, launch events, award ceremonies and other events/functions organised by Council, partners or other public bodies at which the Council needs to be represented where it is clear the hospitality is being offered indiscriminately and the value of any such hospitality does not exceed £10.

9.5 When gifts or hospitality are declined those making the offer should be courteous but firmly informed of the procedures and standards operating within the authority that require it to be declined.

9.6 It is the employee's responsibility to ensure that offers of gifts and hospitality are recorded in the appropriate departmental register.

Section 10 – Employees' Outside Work

10.1 All employees have conditions of service which require them to obtain written consent before they take on any outside employment.

10.2 Employees must not undertake outside work if their official work for the authority overlaps in any way with such outside work. It is irrelevant whether or not the outside work is paid for or not.

10.3 No outside work of any sort can be undertaken on Council premises or use Council facilities such as telephones or IT. Incoming correspondence or telephone calls relating to outside work are also not allowed.

10.4 Whilst an employee's right to a private life is respected that does not justify conduct which could reasonably be regarded as bringing the authority into disrepute or significantly and fundamentally affect the employee's ability to work for the Council.

10.5 There would be a breach of paragraph 10.4, for example, if an employee were to act in such a way that when other employees or service users became aware of it they reasonably refuse to work or communicate with the employee concerned.

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Section 11 – Disclosure of Information

11.1 Flintshire supports the principles of open government and encourages employees to assist the public in obtaining public documentation in accordance with the rights contained in the Local Government Act

Deleted: 8.14 Acceptance of hospitality must be authorised and recorded by your Director.¶

¶
8.15 When hospitality has to be declined those making the offer should be courteously but firmly informed of the procedures and standards operating within the Authority.¶

¶
8.16 Employees must not accept significant personal gifts from Contractors and outside suppliers, but are permitted to keep insignificant items of token value such as pens, diaries, etc.¶

Deleted: 8.17 When receiving authorised hospitality employees should be particularly sensitive as to its timing in relation to decisions which the Authority may be taking affecting those providing the hospitality.¶

¶
8.18 Acceptance by employees of hospitality through attendance at relevant conferences and courses is acceptable where it is clear the hospitality is corporate rather than personal, where the Authority gives consent in advance and where the Authority is satisfied that any purchasing decisions are not compromised. Where visits to inspect equipment, etc. are required, employees should ensure that the Authority meets the cost of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.¶

¶
8.19 Each Director must record all offers of hospitality together with the decision as to whether they can be accepted or refused. Employees must ensure that offers of hospitality are recorded in the Hospitality Register maintained by their Director.¶
¶

1972, the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

11.2 The Council's Constitution, available on the Infonet, contains Access to Information Procedure Rules explaining the legislation relating to these information rights. If an employee is uncertain as to whether information being sought should be disclosed the employee must seek advice from his/her Manager and, if uncertainty remains, the Manager can seek guidance from the Democracy & Governance Manager.

11.3 Only employees with specific delegated authority may disclose to members of the public any information arising, documentation considered or events occurring at a time when a Council, Cabinet, Committee or sub-Committee meeting has decided to exclude the press and public from that part of its meeting.

11.4 Employees must not disclose personal information where this is not permitted under the Data Protection Act 1998. If in doubt seek advice from your Manager and explain to the person requesting the information the importance of complying with the Data Protection Act. If the Manager is uncertain, advice is available from the appropriate member of the Council's Data Protection Team.

11.5 These rules apply not only to the press and public but also to requests from Councillors and from partner agencies or external bodies.

11.6 Where enforcing authorities such as the Police, Wales Audit Office or Health & Safety Executive are seeking information they may be doing so pursuant to statutory powers which they would quote. It is important to ensure that the request is being made by the regulatory body not an impostor. Legitimate bodies accept the need to produce written authority. If in doubt advice is available from the Council's Legal Department. Where such bodies are not using their statutory powers to obtain information then personal information should not be disclosed without ensuring it would not breach the Data Protection Act.

11.7 Employees must not use any information obtained in the course of their employment for personal gain or benefit, nor pass it on to others who might use it in such a way. Any particular information received by an employee from a Councillor which is personal to that Councillor and does not belong to the Authority must not be divulged by the employee without the prior approval of that Councillor, except where such disclosure is required or sanctioned by the law.

Whistleblowing

12. In the event that a qualifying employee becomes aware of activities which that employee believes to be illegal, improper, unethical or otherwise inconsistent with this Code, the employee

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should report the matter, acting in accordance with the employee's rights under the Public Interest Disclosure Act 1998, and with the relevant Authority's confidential reporting procedure, or any other procedure designed for this purpose.

Appointment of Employees

13. Qualifying employees of relevant authorities involved in the recruitment and appointment of employees must ensure that appointments are made on the basis of merit. In order to avoid any possible accusation of bias, such employees must not be involved in any appointment, or any other decisions relating to discipline, promotion or pay and conditions for any other employee, or prospective employee, to whom they are related, or with whom they have a close personal relationship outside work.

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13.1 Employees involved in appointments must ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees must not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her.

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13.2 Similarly, employees must not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner or close personal friend.

13.3 All candidates for any appointment under Flintshire County Council shall, when making an application, disclose in writing to the Authority whether to their knowledge they are related to any Member of the Authority or to a holder of any senior office under the Authority. Deliberate omission to make such a disclosure will disqualify the candidate and, if the omission is discovered after appointment, he/she shall be liable to dismissal. Every senior officer of the Authority shall similarly disclose to the Authority any relationship known to him/her to exist between himself/herself and a candidate for an appointment of which he/she is aware. ~~The Chief Executive's office will~~ keep a record of any such disclosure made.

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Investigations by Monitoring Officers

14. Where a Monitoring Officer is undertaking an investigation in accordance with regulations made under section 73(1) of the Local Government Act 2000 a qualifying employee must comply with any requirement made by that Monitoring Officer in connection with such an investigation.

THE FLINTSHIRE STANDARD

This document explains the standard of conduct expected from Flintshire County Councillors and co-opted members in dealing with each other and with officers. It should be read in conjunction with the Members Code of Conduct and the Protocol on Member-Officer Relations. It adds to those documents and does not detract from them.

In each case behaviour under the Flintshire Standards will be judged objectively. That is to say, it will be judged based on what a reasonable person knowing all the facts would conclude from observing the behaviour.

Flintshire County Council members are expected to:-

Public behaviour:

- Show respect to each other and officers
- Not to make personal abusive comments about each other or officers
- Not to publish anything insulting about each other or officers
- Not to make malicious allegations against each other or officers
- Not to publish or spread any false information about each other or officers
- Show respect to diversity and equality.

Behaviour in committees:

- Behave with dignity in meetings
- Show respect to and obey decisions of the Chairman
- Not to use indecent language nor make racial remarks or remarks which prejudice any section of society

Confidentiality:

- Keep the confidentiality of exempt papers and any other documents which are not public.
- Not to release confidential information to the press or the public.
- Return or securely destroy confidential papers.
- Not to use confidential information for purposes other than intended.

Local members

- Work with any joint ward member and/or members of adjoining wards for the benefit of the locality.
- If dealing with any matter relating to another ward
 - Explain to anyone seeking assistance that he/she is not the local member
 - Inform the local member, unless it would lead to a breach of confidentiality

LOCAL RESOLUTION PROCEDURE FOR COMPLAINTS ABOUT BEHAVIOUR

INTRODUCTION

1. The Flintshire Standard and the Protocol for Member-Officer Relations are important in promoting good co-operation between members and between members and officers within the Council, thereby allowing the council to fulfil its duties effectively and professionally. It is therefore important that any allegations against a member that he/she has breached the standard and/or protocol can be dealt with quickly and effectively. The purpose of this procedure is to introduce a simple and easy way to understand the method of dealing with such allegations.
2. It is important that poor behaviour is quickly addressed and matters are handled whilst recollections are fresh. This procedure will therefore only apply to incidents or behaviour occurring in the 12 months prior to a complaint being made in writing to the Monitoring Officer.

STAGE 1 OF THE PROCEDURE

3. Any member or officer who wishes to submit an allegation under this procedure should send the complaint to the Monitoring Officer. Officers wishing to make a complaint should first consult with their Head of Service. Following receipt of the complaint the Monitoring Officer will act as follows:-
4. The Monitoring Officer will not deal with the allegation at this stage in order to preserve their ability to advise the Standards Committee later in the process. In the first place the allegation will be referred either the Deputy Monitoring Officer (or another officer nominated by the Monitoring Officer) who will advise whether the allegation falls within this procedure or whether it should be referred to the Ombudsman as an allegation of breach of the Members Code of Conduct.

N.B. The complainant has the statutory right to complain to the Public Service Ombudsman for Wales ("PSOW"). Should the complainant exercise that right then this procedure will not be used, and any efforts to resolve a complaint using this procedure will be stopped. The process will only resume if the matter is referred back for local resolution.
5. This procedure is only suitable for allegations made by officers or members of Flintshire County Council that a member has breached the Flintshire Standard or the Protocol on Member/Officer relations. It is not suitable for complaints:
 - made by members of the public;

- which in the opinion of the Monitoring Officer allege a serious breach of the code of conduct; or
- alleging repeated breaches of the code of conduct, or breaches where are similar to complaints that have been handled at Stage 3 of this procedure.

If the complaint is suitable for this procedure then the Deputy Monitoring Officer will give advice about how to possibly resolve the complaint. If the complaint is not suitable for this procedure then the Deputy Monitoring Officer will give advice about what (if anything) can be done.

6. If following the first stage the complainant wishes to proceed with the allegation under this procedure the matter may be referred either to a conciliation meeting under Stage 2 or to a hearing by the Standards Committee under Stage 3.

STAGE 2 OF THE PROCEDURE

7. At Stage 2 a meeting will be held between:

- the complainant;
- the member against whom the complaint is made;
- the Chief Executive
- the leader of any relevant political group(s), that is to say the subject member's group leader and, if the complainant is a member, his/her group leader.

If the complainant is an officer, then it will be possible for the complainant to have a colleague or senior officer with him/her.

It is also possible for the matter to be dealt with in the complainant's absence in exceptional cases.

8. The purpose of this meeting will be to try and resolve the matter by conciliation. If deemed necessary the Chief Executive can call on the Monitoring Officer, the Deputy Monitoring Officer for advice and assistance.

STAGE 3 OF THE PROCEDURE

9. The third Stage is a hearing before the Standard Committee. The complainant will be asked to submit the substance of the complaint in writing and the member concerned will be asked for a written response. These papers, together with any additional written evidence that is submitted by either side will be distributed to the members of the Standards Committee.

10. Both the complainant and the member have the right to appear before the Standards Committee and to submit evidence from witnesses. Both will have the right to representation or to have a colleague present. The Council will not meet the costs of representation.
11. If either side wishes not to be present or fails to attend the hearing may be held in their absence.
12. After the evidence has been heard, both sides and their representatives will be asked to leave the chamber and the Standards Committee will come to a conclusion on the allegation. The Monitoring Officer will be available to advise the Committee.
13. The Committee can come to one of three conclusions, namely :-

a)	That there is no basis to the complaint.
b)	That there is a basis to the complaint but that no further action is required.
c)	That there is a basis to the complaint and that the member should be censured.

In addition the Committee can make recommendations to the Council regarding changing any procedures or taking any further action.

SUPPLEMENTARY MATTERS

14. The papers for the hearing will be exempt and it will be recommended that the hearing will take place with the press and public excluded. Publicity will not be given to the names of either the member or the complainant unless it is decided TO UPHOLD the complaint and that the member should be censured.
15. Stages 2 and 3 do not have to be following sequentially. Although it is possible for a complainant who remains dissatisfied after the conciliation meeting to ask for the matter to be referred to a hearing before the Standards Committee, it is also possible for a matter to proceed directly to the Standards Committee without going first to a conciliation meeting.
16. The aim of this procedure is to try and resolve complaints regarding members quickly and effectively. Nothing in this procedure prevents a complainant from submitting a complaint to the Public Services Ombudsman for Wales that a member has breached the Members Code of Conduct.

FLINTSHIRE COUNTY COUNCIL

REPORT TO: STANDARDS COMMITTEE

DATE: MONDAY, 7 JULY 2014

REPORT BY: MONITORING OFFICER

SUBJECT: HEESOM V THE PUBLIC SERVICES OMBUDSMAN FOR WALES

1.00 PURPOSE OF REPORT

1.01 To brief members on the outcome of the recent High Court decision and its implications for the Council.

2.00 BACKGROUND

2.01 In March 2009 the members of the then Corporate Management Team sent a complaint to the Public Services Ombudsman for Wales about the behaviour of Councillor Patrick Heesom. The complaint centred around allegations of bullying and disrespectful behaviour towards officers. Following a lengthy investigation and hearing, on the 18 July 2013 the then Councillor Heesom was found to have committed 14 breaches of the Code of Conduct and was disqualified for two and a half years.

2.02 An appeal against that decision was made to the High Court. The High Court decision was made on 15 May 2014 upholding all but three of the findings of breach and imposing a disqualification of 18 months.

3.00 CONSIDERATIONS

3.01 The findings of breach had been challenged on the basis that they restricted Mr Heesom's Article 10(1), rights under the European Convention of Human Rights, namely:

“Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas about interference by public authority and regardless of frontiers.”

Freedom of expression is particularly important in the political sphere and the European Courts have long recognised that what is said by politicians is subject to enhanced protection.

3.02 Article 10 (1) is not an absolute right however and Article 10 (2) provides;

“the exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to formalities, conditions, restrictions and penalties as prescribed by law and are necessary in a democratic society ... for the protection of the rights and interests of others ...”.

3.03 Therefore the scope for the appeal was to decide whether the findings of the panel were a breach of Article 10(1), and if so, whether they were justified by reason of Article 10 (2).

3.04 In his Judgment, Mr Justice Hingbottom observed that the following principles could be derived from case law:

- That enhanced protection applies to all levels of politics, including the local.
- Article 10 protects the form as well as the substance of expression, therefore immoderate, offensive, shocking or evocative expression that would not be acceptable is tolerated if it is political. However this does not apply to a statement which the maker knows to be false.
- Politicians are expected to have thicker skins and have more tolerance to adverse comments than ordinary citizens.
- Enhanced protection applies to those who comment upon politics as well as the politicians themselves.
- What amounts to “political expression” is a broad concept that extends:

“to all matters of public administration and public concern, including comments about the adequacy or inadequacy of performance of public duties by others”.

However this does not extend to gratuitous personal comment.

- Comment on matters of public interest involving value judgement are tolerated even if untrue so long as they have some/any factual basis.
- Public servants can likewise be subject to scrutiny and challenge, however;

“it is in the public interest that they are not subject to unwarranted comments that disenable them from performing their public duties and undermine public confidence in the administration”.

- “Where a critical comment is made of a civil servant such that the public interest in protecting him as well as his private interests are in play, the requirement to protect that civil servant must be weighed against the interests of open discussion of matters of public concern”.
- If a court or tribunal finds a councillor to be in breach of the Code of Conduct, that in itself amounts to interference with Article 10(1) and any penalty would be a further interference with that right that also needs to be proportionate and justified.
- Imposing a sanction upon a councillor who has breached the Code of Conduct has a proper objective, namely the public interest in good administration and fostering public confidence. Therefore it is potentially justified provided that the minimum necessary penalty is imposed and the benefits of the sanction outweigh the adverse impact on the rights of the member concerned.

3.05 Having reviewed the facts the judge determined that only 11 of the 14 findings of breach were proportionate. He therefore quashed the 3 that he did not regard as sufficiently serious to justify a finding of breach.

3.06 Having considered the legal matters the Judge turned then to the issue of whether the sanction was appropriate. He found that there was a failing to heed appropriate advice and warnings and that there was a lack of remorse or insight into the misconduct. Further he found that the Appellant was seeking to obtain political gain by improperly seeking to favour his constituents and that no sanction short of disqualification would have been appropriate in view of the seriousness of the misconduct. He went on to contrast the sanction imposed with the automatic disqualification from being a councillor imposed by being convicted of very serious criminal offences. He did not regard the misconduct to be comparable to those serious offences and so reduced the penalty to one of 18 months.

4.00 RECOMMENDATIONS

4.01 That the report be noted.

5.00 FINANCIAL IMPLICATIONS

5.01 The Council gave Mr Heesom an indemnity in respect of his legal costs at the Case Tribunal (but not the High Court) under the Local Authorities (Indemnities for Members and Officers)(Wales) Regulations 2006. Under those regulations the Council is specifically prevented from paying any indemnity where the action is found to be deliberate. Given the tribunal and the judge’s findings the Council has therefore declined to make any payment.

6.00 ANTI POVERTY IMPACT

6.01 None as a result of this report.

7.00 ENVIRONMENTAL IMPACT

7.01 None as a result of this report.

8.00 EQUALITIES IMPACT

8.01 None as a result of this report.

9.00 PERSONNEL IMPLICATIONS

9.01 None as a result of this report.

10.00 CONSULTATION REQUIRED

10.01 None as a result of this report.

11.00 CONSULTATION UNDERTAKEN

11.01 None as a result of this report.

12.00 APPENDICES

None

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS**

As referred to in the report.

Contact Officer: Gareth Owens
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FLINTSHIRE COUNTY COUNCIL – STANDARDS COMMITTEE – FORWARD WORK PROGRAMME

Date of Meeting	Topic	Notes/Decision/Action
September 2014	<ul style="list-style-type: none">Recording member attendance at training on the Council's website (May meeting)	Member attendance at training events continue to be recorded by Member Services but statistics not be published on the Council's website; and a further report be submitted to the Standards Committee following consideration by the Democratic Services Committee in July 2014.
July 2014	<ul style="list-style-type: none">TrainingRetirement from CommitteePlanning Code of PracticeLocal Resolution Procedure	Independent Member – Mrs P Jones (July) (April meeting) - feedback on how the Local Resolution Procedure was working be provided to the Committee in July

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