

Public Document Pack

Standards and Governance Committee

Monday, 18th April, 2011
at 3.00 pm

PLEASE NOTE TIME OF MEETING

Committee Room 1 - Civic Centre

This meeting is open to the public

Members of the Committee

Councillor Stephen Barnes-Andrews
Councillor Derek Burke
Councillor Carol Cunio (Mayor)
Councillor Edward Osmond
Councillor Brian Parnell
Councillor John Slade
Councillor Steve Sollitt

Independent Members

Mr B Hooper
Mr D Blake
Mr G Wilkinson

Contacts

Sue Lawrence
Democratic Support Officer
Tel: 023 8083 3569

Assistant Solicitor of the Council
Richard Ivory
Tel. 023 8083 2794
Email: Richard.ivory@southampton.gov.uk

PUBLIC INFORMATION

Role of the Standards and Governance Committee

The Committee has responsibility for:

- the promotion and maintenance of high standards of conduct by Councillors and Council representatives,
- the maintenance, monitoring and revision when necessary of the Member's Code of Conduct,
- the operation of and variations to the City Council's Constitution,
- the maintenance of a process to reprimand Councillors for breaches of conduct outside the local code, and in any other areas subject to the direction of the National Standards Board.

The Committee is chaired by an Independent Member. It includes at least one Councillor from each of the political groups represented on the Council, and at least one independent person, with voting rights, who is not a Councillor or an Officer of the Council.

Public Representations

At the discretion of the Chair, members of the public may address the meeting about any report on the agenda for the meeting in which they have a relevant interest.

Southampton City Council's Six Priorities

- Providing good value, high quality services
- Getting the City working
- Investing in education and training
- Keeping people safe
- Keeping the City clean and green
- Looking after people

Smoking policy – The Council operates a no-smoking policy in all civic buildings.

Mobile Telephones – Please turn off your mobile telephone whilst in the meeting.

Fire Procedure – in the event of a fire or other emergency a continuous alarm will sound and you will be advised by Council officers what action to take.

Access – Access is available for disabled people. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Dates of Meetings: Municipal Year 2008/09

2010	2011
24 th June*	18 th April
23 rd September September*	
14 th December	

CONDUCT OF MEETING

Terms of Reference

The terms of reference of the Standards and Governance Committee are contained in Article 9 and Part 3 (Schedule 2) of the Council's Constitution.

Business to be discussed

Only those items listed on the attached agenda may be considered at this meeting.

Quorum

The minimum number of appointed Members required to be in attendance to hold the meeting is 3 (including 1 Independent Member).

Rules of Procedure

The meeting is governed by the Council Procedure Rules as set out in Part 4 of the Constitution.

Disclosure of Interests

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "personal" or "prejudicial" interests they may have in relation to matters for consideration on this Agenda.

Personal Interests

A Member must regard himself or herself as having a personal interest in any matter:

- (i) if the matter relates to an interest in the Member's register of interests; or
- (ii) if a decision upon a matter might reasonably be regarded as affecting to a greater extent than other Council Tax payers, ratepayers and inhabitants of the District, the wellbeing or financial position of himself or herself, a relative or a friend or:-
 - (a) any employment or business carried on by such person;
 - (b) any person who employs or has appointed such a person, any firm in which such a person is a partner, or any company of which such a person is a director;
 - (c) any corporate body in which such a person has a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (d) any body listed in Article 14(a) to (e) in which such a person holds a position of general control or management.

Prejudicial Interests

Having identified a personal interest, a Member must consider whether a member of the public with knowledge of the relevant facts would reasonably think that the interest was so significant and particular that it could prejudice that Member's judgement of the public interest. If that is the case, the interest must be regarded as "prejudicial" and the Member must disclose the interest and withdraw from the meeting room during discussion on the item.

It should be noted that a prejudicial interest may apply to part or the whole of an item.

Where there are a series of inter-related financial or resource matters, with a limited resource available, under consideration a prejudicial interest in one matter relating to that resource may lead to a member being excluded from considering the other matters relating to that same limited resource.

There are some limited exceptions.

Note: Members are encouraged to seek advice from the Monitoring Officer or his staff in Democratic Services if they have any problems or concerns in relation to the above.

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

1 APOLOGIES

To receive any apologies.

2 DECLARATIONS OF INTEREST

In accordance with the Local Government Act, 2000, and the Council's Code of Conduct adopted on 16th May 2007, Members to declare any personal or prejudicial interests in any matter included on the agenda for this meeting.

NOTE: Members are required, where applicable, to complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer prior to the commencement of this meeting.

3 STATEMENT FROM THE CHAIR

4 MINUTES OF PREVIOUS MEETING (INCLUDING MATTERS ARISING)

To approve and sign as a correct record the Minutes of the meeting held on 14th December 2010 and to deal with any matters arising, attached.

5 CHANGES TO THE CONSTITUTION

Report of the Solicitor to the Council seeking the Committee's comments and views upon the content of the draft report due to be presented to the Annual General Meeting of the Council in May 2011, attached

6 REPORT FROM CHAIR ON MEETINGS WITH CHIEF EXECUTIVE AND LEADER

7 ANNUAL STANDARDS AND GOVERNANCE BUSINESS REVIEW

Report of the Chair of the Standards and Governance Committee providing an overview of the work of the Standards and Governance Committee and outlines discussions held and decisions made at its meetings from May 2010 to April 2011, attached.

8 MEMBER DEVELOPMENT

Report of the Solicitor to the Council detailing an overview of Member learning and development during the last year and provides information on the Member Development Plan for 2011-2012, attached.

9 STANDARD AND GOVERNANCE MEETING DATES FOR MUNICIPAL YEAR 2011-2012

To approve the following dates for meetings in the Municipal Year 2011-12:

Thursday 23rd June 2011

Thursday 22nd September 2011

Tuesday 13th December 2011

Monday 16th April 2012

Friday, 8 April 2011

SOLICITOR TO THE COUNCIL

STANDARDS AND GOVERNANCE COMMITTEE
MINUTES OF THE MEETING HELD ON 14 DECEMBER 2010

Present:

Members of the Council

Councillors Barnes-Andrews, Osmond, Parnell and Slade (Minutes 15 and 16 only)

Independent Members

Mr B Hooper (Chair), Mr D Blake and Mr G Wilkinson

Apologies

Councillors Burke, Cunio and Sollitt

14. **MINUTES OF PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED that the Minutes of the Meeting of the Standards and Governance Committee held on 23rd September 2010 be approved and signed as a correct record. (Copy of Minutes circulated with agenda and appended to the signed Minutes).

15. **AUDIT COMMISSION: ANNUAL AUDIT LETTER 2009/10**

The Committee received and noted the report of the Chief Internal Auditor concerning the Annual Audit Letter presenting the results of the statutory audit of the Council's 2009/10 financial statements and the results of the work undertaken to assess arrangements to secure value for money in the use of resources. (Copy of the report circulated with the agenda and appended to the signed minutes).

Ms K Handy, District Auditor, was in attendance for this item and with the consent of the Chair addressed the meeting.

The Committee noted that the Final Certificate could not be issued until the method of calculating heating charges for tenants and leaseholders had been resolved. However an appropriate action plan had been agreed which was currently on target to meet the implementation dates.

It was further noted that the few issues raised in conjunction with the Audit were insignificant for the size of Council and that Officers should be duly congratulated.

16. **CRB CHECKS FOR MEMBERS**

The Committee considered the report of the Solicitor of the Council requesting a review of CRB checks as this matter had not been examined since 2003. The Independent Safeguarding Authority (ISA) had been due to bring in a new scheme although this is currently under review by the Government and the timescale not known as yet.

RESOLVED

- (i) that all Members involved in regulated or controlled activities have an enhanced CRB check carried out by Southampton City Council;
- (ii) that all Members be strongly encouraged to have an enhanced CRB check, as it provides protection for themselves as well as the Council;
- (iii) that for Members not involved in regulated or controlled activities, enhanced CRB checks carried out by other organisations would be accepted by the Council as portable if carried out within the preceding six months;
- (iv) that the frequency of refreshing CRB checks would be as follows:
Members involved in regulated or controlled activities – every 3 years,
Portable CRB checks – in line with the expiry date, generally 3 years;
Other CRB checks for Members – every 4 years to coincide with the electoral cycle;
- (v) that a further report be brought to the Committee when the ISA arrangements become operational.

Agenda Item 5

DECISION-MAKER:	STANDARDS AND GOVERNANCE COMMITTEE
SUBJECT:	CHANGES TO THE CONSTITUTION
DATE OF DECISION:	18 APRIL 2011
REPORT OF:	SOLICITOR TO THE COUNCIL
STATEMENT OF CONFIDENTIALITY	
None	

BRIEF SUMMARY

The purpose of this report is to enable Standards and Governance Committee to comment upon the content of the draft report to be presented the Annual General Meeting of the Council in May 2011 on changes to the Constitution.

RECOMMENDATIONS:

- (i) That Standards and Governance Committee advises of any comments or views it has upon the content of the draft report setting out the Solicitor to the Council's recommended changes to the Constitution of the Council.

REASONS FOR REPORT RECOMMENDATIONS

1. On an annual basis, the Solicitor to the Council conducts a review of the Council's Constitutional arrangements. This is considered by Standards and Governance Committee, in its governance role, prior to formal submission to the Annual General Meeting of the Council, which this year takes place on 18th May 2011.
2. The report is supplied to Standards and Governance Committee in draft form to enable Standards and Governance Committee to consider the issues, in its governance role, and advise the Solicitor to the Council of any additional issues they would like to see considered and/or any other points of issue they would like referred to the AGM.
3. Certain elements of the report are "work in progress" at the current time.
4. Before any report is finalised, precise wording in terms of changes to the Constitution will be worked up and also presented to Members of Full Council at the Annual General Meeting.

RESOURCE IMPLICATIONS

Capital/Revenue

5. None

Property/Other

6. None.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

7. As set out in the report to Full Council.

Other Legal Implications:

8. None.

POLICY FRAMEWORK IMPLICATIONS

9. None.

AUTHOR:	Name:	Mark Heath	Tel:	023 8083 2371
	E-mail:	Mark.heath@southampton.gov.uk		

KEY DECISION? No

WARDS/COMMUNITIES AFFECTED: None

SUPPORTING DOCUMENTATION

Non-confidential appendices are in the Members' Rooms and can be accessed on-line

Appendices

1.	Draft Council Report
2.	Draft Council Report Appendix

Documents In Members' Rooms

1.	None
----	------

Integrated Impact Assessment

Do the implications/subject of the report require an Integrated Impact Assessment (IIA) to be carried out.	No
--	----

Other Background Documents

Integrated Impact Assessment and Other Background documents available for inspection at:

Title of Background Paper(s)

Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

2.	None	
----	------	--

DECISION-MAKER:	FULL COUNCIL
SUBJECT:	CHANGES TO THE CONSTITUTION
DATE OF DECISION:	18 TH MAY 2011
REPORT OF:	DIRECTOR OF CORPORATE SERVICES
STATEMENT OF CONFIDENTIALITY	
None	

BRIEF SUMMARY

This report sets out the annual review of the Constitution carried out by the Council's Monitoring Officer (the Solicitor to the Council). This was considered and discussed by Standards and Governance Committee on 18th April 2011 in its governance role. Full Council is the ultimate decision-making body as to the Council's Constitution.

RECOMMENDATIONS:

- (i) to agree the changes to the Constitution as set out in this report;
- (ii) to authorise the Solicitor to the Council to finalise the arrangements as approved by Full Council and make any further consequential or minor changes arising from the decision(s) of Full Council; and
- (iii) to approve the City Council's Constitution, as amended, including the Officer Scheme of Delegation for the municipal year 2011/12.

REASONS FOR REPORT RECOMMENDATIONS

1. It is appropriate for the Council to keep its Constitution under regular review and to amend it, both to reflect experience and changing circumstances.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. The Council resolved in May 2002 to review its Constitution on an annual basis. Therefore, it is appropriate that this report is considered by Members. There are a range of recommendations set out within the report. Members have a range of options about various changes recommended to them, not least of which is to reject some or all of them.

DETAIL (Including consultation carried out)

3. This report was considered by Standards and Governance Committee on 18th April 2011. The committee's comments are embodied within this report.

Background Information

4. The Constitution of the Council describes the way in which the Council conducts its business. It contains not only the Articles of the Constitution, but also the various rules and procedures for decision-making, access to information, Overview and Scrutiny, the Codes of Conduct, the Officer / Member Protocol, as well as other specific rules relating to contracts and finance.
5. The Constitution forms the cornerstone of effective corporate governance. Whilst Southampton City Council's constitutional arrangements continue to be recognised as being of a high standard, Full Council agreed in May 2002, on the recommendation of the Solicitor to the Council, that it would on an annual basis robustly review the Constitution and its operation. The purpose of this

DRAFT

report is to bring forward proposed changes to the Constitution, these having been considered by Standards and Governance Committee (in its governance role) with a view to build upon the constitutional arrangements for the Council.

Executive arrangements

6. The legal responsibility for determining Executive arrangements, namely who are the Executive Members, the Portfolios and any Executive delegations to officers, lie in the hands of the Leader. The Leader will be elected by the Annual General Meeting (AGM), at which point s/he will determine this issue. This will have constitutional impact, since the arrangements will need to be incorporated within the Council's Constitution after the AGM.

Appointment of Members to various bodies: Schedule 3 of Part 3 of the Constitution

7. The AGM will determine the composition of the Committees and Sub-Committees, in terms of political proportionality, and it is then a matter for the Group Leaders to notify the Solicitor to the Council of their representation in accordance with that calculation upon the Council's committees and sub-committees. In addition, there will be non-Executive appointments to various bodies and organisations which will also be addressed. This will then be incorporated within Part 3 of the Constitution to reflect the decisions of Full Council.

The Localism Bill

8. The Localism Bill has now been published. There are a number of aspects which could have a constitutional impact. Specific details of these areas will be brought forward in due course and, of course, are entirely dependent upon what the ultimate content and shape of the Act is. But based on the content of the Bill, there may need to be constitutional amendments to reflect:
 - a. any decision-making route enabling the authority to return to the pre-Local Government 2000 committee system;
 - b. any specific provisions relating to either obligations to or options to adopt a directly-elected Mayor model by a different route;
 - c. the revocation of the Members' Code of Conduct and abolition of the Standards Board for England;
 - d. the requirements for petition schemes to be repealed;
 - e. clarification on the rules of pre-determination and bias; and
 - f. obligations in relation to transparency and openness relating to, for example, senior officer pay.
9. As indicated above, further details of these matters will be brought forward as and when the Act receives Royal Assent, depending upon what is necessary in terms of any constitutional changes.

Employment and Appeals Panel

10. In light of the increase of matters that require determination by the Panel, consideration has been given as to whether revisions are required to the constitution of the Panel, the frequency of meetings and indeed, whether it is needed to discharge the employment functions of the Council as the final internal appeal body. For the time being it is not considered necessary to make

DRAFT

any changes but the Director of Corporate Services is requested to review the position later in the year to see whether changes are merited.

Licensing (General) Sub Committee

11. On 4th November 2010 the Licensing Committee resolved to reduce the membership of the sub committee from seven members to three with effect from the start of the new Council year to bring it in line with the Licensing and Gambling Acts Sub Committee, with a quorum of 2. Upon reflection, in order to bring this in line with the Council's Constitutional position it is proposed that this be revised to a quorum of three as with other decision making bodies. The rules regarding substitution of members relates to this arrangement to ensure the sub committee will always be quorate.

Overview & Scrutiny Management Committee and the arrangements for Overview and Scrutiny

12. The current arrangements in governance terms for Overview and Scrutiny are that there is a parent committee, Overview and Scrutiny Management Committee (OSMC), and three scrutiny panels – Panels A, B and C.
13. There is a statutory obligation for the Council to ensure that its overview and scrutiny activities encompass the Crime and Disorder Reduction Partnership and key decisions of the health agencies in the city.
14. OSMC considered scrutiny structures at its meeting on 14th April 2011 and determined that OSMC will, in addition to the current duties performed:
 - a. deliver the statutory function for the scrutiny of crime and disorder matters and will meet annually to deliver this function;
 - b. undertake a reduced programme of scrutiny inquiries within the monthly meetings of the committee.
15. One standing scrutiny panel will be retained; this will be named the Health Overview and Scrutiny Panel, and this panel will deliver the statutory functions for health matters including representation from Southampton LInk, and will meet bi-monthly with the ability to schedule additional meetings as necessary to undertake the statutory functions required of it.

Officer Scheme of Delegation and Proper Officers

16. The existing Constitution enables the Solicitor to the Council to vary the current Officer Scheme of Delegation by moving delegations between officers when there are organisational restructures taking place. The current reorganisation of the senior management structure of the Council and the resultant changes to the structure of the directorates will inevitably result in a significant change in the current Officer Scheme of Delegation, as delegations will have to be realigned to fit within the new organisational structure. This will be undertaken in accordance with the constitutional requirements.
17. In addition, it should be noted that within the Constitution there is a segment that deals with the roles and responsibilities of "Proper Officers" of the Council. The term is used to encompass the three statutory officers of the authority, that is to say the Head of Paid Service, Chief Financial Officer and Monitoring Officer. It also encompasses other officers holding roles where the Council is required to appoint an officer to that role, for example, the Director of Children's Services.
18. This part of the Constitution has been revised to take account of both recent

DRAFT

changes in legislation as well as changed appointments, and it is recommended that henceforth, the Solicitor to the Council should be able to update this part of the Constitution, making amendments and appointments as necessary and required, both by changes to the law and by changes to personnel, whether associated with the Council or associated with other partners or bodies where they are carrying out the Proper Officer role on behalf of the Council.

Civic and Ceremonial Protocol

19. It has been a number of years now since the opportunity was taken to refresh the Civic and Ceremonial Protocol, and in the light of experience, it is proposed to amend the Protocol to reflect both some changes in emphasis and operational practice undertaken over the last few years, including but not limited to the establishment of a Mayor's Charity, registered with the Charity Commission as well as various other amendments reflecting experience and operation of civic office.
20. A revised version of the Civic and Ceremonial Protocol is incorporated at Appendix 1.

Politically Restricted Posts

21. The Council is legally required to hold a list of its politically restricted posts. Those that fall into this category have restrictions placed on them in respect of political activity that the individuals in those posts may undertake.
22. The law has changed in relation to these arrangements, and whilst there is no right of appeal for politically restricted postholders in specified posts, that is to say there is a certain list of specified posts where the postholder would be subject to restrictions on their political activities, eg the Head of Paid Service and Monitoring Officer, Director of Children's Services and the Director of Adult Social Services, other posts described as "sensitive" posts, namely postholders who are required to give regular advice to Council, committees, sub-committees or speak on a regular basis on behalf of the authority to journalists or broadcasters are described as "sensitive" posts, and the Council's Standards and Governance Committee will consider appeal from employees in sensitive posts who wish to appeal the designation of their posts as such if they feel that they cannot influence policy or that the authority has not properly applied the criteria.
23. Accordingly, the terms of reference of Standards and Governance Committee will be amended to enable the Committee to hear such appeals.

RESOURCE IMPLICATIONS

Capital/Revenue

24. None.

Property/Other

25. None.

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

26. The Executive Arrangements and Constitution are required under the Local Government Act 2000 (as amended). Other matters referred to in the report are addressed in the Local Government Act 1972 as well as the Local Government

DRAFT

and Public Involvement in Health Act 2007. The statutory powers to undertake proposals set out in this report are dealt with on a paragraph-by-paragraph basis as stated within the report.

Other Legal Implications:

27. None.

POLICY FRAMEWORK IMPLICATIONS

28. None.

AUTHOR:	Name:	Mark Heath	Tel:	023 8083 2371
	E-mail:	Mark.heath@southampton.gov.uk		

KEY DECISION? Yes/No

WARDS/COMMUNITIES AFFECTED:

SUPPORTING DOCUMENTATION

Non-confidential appendices are in the Members' Rooms and can be accessed on-line

Appendices

1.	Revised version of the Civic and Ceremonial Protocol
2.	

Documents In Members' Rooms

1.	
2.	

Integrated Impact Assessment

Do the implications/subject of the report require an Integrated Impact Assessment (IIA) to be carried out.	Yes/No
--	--------

Other Background Documents

Integrated Impact Assessment and Other Background documents available for inspection at:

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
------------------------------	--

1.		
2.		

This page is intentionally left blank

Civic and Ceremonial Protocol

A Member will be elected by Full Council each year to hold the office of Chairman. The Chairman of the Council will be known as the Mayor when carrying out his/her civic and ceremonial role. The responsibilities of the position will be carried out in accordance with the guidance contained in this Protocol. This Protocol should be read in conjunction with the Civic Handbook – The Role of the Mayor and Sheriff.

Key responsibilities of the Mayor

1. To chair meetings of the Council effectively.
2. To preside over civic functions, including but not limited to the Remembrance Service, ~~to host the Annual Civic Service and~~ the reception following the annual meeting and to promote the City of Southampton Awards Scheme.
3. To act and conduct him/herself as the first citizen and ambassador of the Council in promoting the City of Southampton and the Council's aims including its vision.
4. To lead the community in support of the Council's values and visions, to provide community leadership and to proactively engage with the Council, its priorities, aims and objectives and the partners of the Council (including, but not limited to, the local strategic partnership) in supporting the City and its citizens.
5. To assist the promotion of good causes. To promote, raise the profile and gain publicity for projects and events that are of a good charitable or voluntary nature that benefit the citizens of Southampton, particularly smaller organisations.
6. To attend funerals of officers who die in service and civic dignitaries past and present.
7. To raise funds for the charities chosen by the Mayor, and to announce to the AGM Full Council a charity or charities that will be supported during the Civic Year that will benefit the citizens of Southampton. The Mayor will report the amount raised to the AGM.
8. To give a summary of activities / achievements during the year at the AGM.
9. To represent the Council at events, including any international visits which should promote the Council's aims, values and/or vision.
10. To encourage citizenship and participation in the life of the City.
11. The Deputy Mayor will undertake a similar role as the Mayor and will be known as the Sheriff when carrying out his/her civic and ceremonial role. The Sheriff and the Mayor will work together in developing a programme that would successfully fulfil the above roles.
- ~~12. To Chair Standards and Governance Committee.~~
13. To observe civic protocols when undertaking the civic and ceremonial role.

Key responsibilities of the Sheriff

1. To deputise for the Mayor, when appropriate, and undertake the key responsibilities of the Mayor, at the direction of the Mayor.
2. To chair Court Leet.
3. To attend the Annual Sheriff's Conference.
4. ~~To establish a local Sheriff's Association in Southampton and review the links and operation of the office of the Sheriff on an annual basis.~~

CIVIC PROTOCOLS

Definitions

In these protocols:

~~• 'The Committee' is the Standards and Governance Committee~~

- 'The Mayor's Office' is the office and staff designated by the Solicitor to the Council as supporting the Mayor and Sheriff

1. INTRODUCTION

- 1.1 The Mayor, Sheriff and their escorts / consorts, when undertaking their civic and ceremonial roles, shall:
 - 1.1.1 not bring the Council into disrepute through abuse of office;
 - 1.1.2 follow any instructions issued by the Mayor's Office;
 - 1.1.3 not attend any function or otherwise give support to any organisation or person, whose objectives are contrary to law and/or Council policy,
 - 1.1.4 not solicit engagements or visits at home or abroad or otherwise procure favours by virtue of office; and
 - 1.1.5 not overspend the budget / allowance allocated by the Council to the Mayor.
 - 1.1.6 it will be the Mayor and/or Sheriff's responsibility to ensure that, in attending any event or initiative on behalf of the Council when undertaking their civic and/or ceremonial roles, that the Mayor and/or Sheriff and their escorts / consorts, shall behave in a manner appropriate and fitting to their position as First and Second Citizens of the City, and any breach of this protocol may constitute a breach of the Code of Conduct for Members.

2. ANNUAL MEETING OF THE COUNCIL / COUNCIL MEETINGS

- 2.1 The Annual Meeting includes the Mayor Making ceremony. The Mayor's Office will prepare the Council's guest list in liaison with the Solicitor to the Council. Traditionally the incoming Mayor and Sheriff are allowed a personal guest list of approximately 10. These are usually family, friends and work colleagues whom the

Mayor invites to the Mayor Making Ceremony and the parlour for refreshments after the meeting.

- 2.2 The Mayor will be guided and supported in chairing Full Council meetings by the Solicitor to the Council, who will provide the Mayor with appropriate support, guidance and assistance including (but not limited to) briefing the Mayor prior to the Council meeting on procedural and other relevant issues.

3. THE ELECTION OF THE MAYOR

- 3.1 The election of a Chairman of the Council (Mayor) shall be the first item of business conducted by the Council in accordance with Local Government Act 1972 and the Constitution. The process shall be that required by law and the Constitution. If making nominations and undertaking this process, members shall take account in nominating any prospective candidate of the responsibilities of the job as set out in this Protocol, and Members shall, subject to the inherent discretion of the Council to elect whomsoever they deem fit as Chairman / Mayor within the law and the Council's Constitution use their best endeavours to avoid a contest at the Annual General Meeting.

4. SUPPORT TO CHARITIES

- 4.1 The Mayor must abide by any guidance issued from time to time by the Solicitor to the Council and/or the Chief Finance Officer in respect of the Mayor's charities and/or the budget allocated to the Mayor by the Council.
- 4.2 The Mayor may select one or more charities that s/he shall announce at the Annual General Meeting, which s/he shall support. These charities will already be established and registered with the Charity Commission. If, in the opinion of the Chief Financial Officer, any charity is unacceptable for legal or financial reasons, the Mayor shall select an alternative.
- 4.3 All administrative functions related to the Mayor's charities must be undertaken by the appropriate officers of the charity in question and not by the Mayor or the Council, or the Mayor's Office.

4.4 4.4 It is expected that the charity will undertake all fund raising and its administration, as the Council does not have the staffing resources to support this type of activity. However, the staff in the Mayor's office are happy to advise the charity as to the suitability of events, appropriate procedures and matters of protocol if required. The Mayor's Office will organise the annual charity ball on a date to be agreed with Live Nation and in discussion with the Mayor. The Mayor and the charity will assist in the procurement of raffle and auction prizes for this event.

4.5 The Mayor's Charity has been registered with the Charity Commission. A new bank account has been opened with the Co-operative Bank and the Mayor's Office Manager Senior Civic Officer will undertake the day to day administration of this account. All monies raised during the mayor's year of office will be distributed to the chosen charities as soon as possible after the end of the mayor's term of office. The Mayor's Office will organise annually a charity ball on a date to be agreed with Clear Channel and in discussion with the Mayor. The Mayor's Office will also provide support for one other event to be held in the Guildhall, for example, a charity concert. In addition to this, however, the Mayor's Office will provide appropriate support and

~~advice to the Mayor and/or his chosen charities to assist the Mayor and/or the charities during the Mayoral year.~~

5. APPOINTMENT OF CHAPLAIN

5.1 The Mayor ~~shall~~may appoint a Chaplain, and in accordance with the Council's values and visions maintain the establishment of the panel of religious advisers as established in 2003. The Mayor's Office shall advise any incoming Mayor on these issues and options.

~~5.1~~ 5.2 To encourage a deeper and broader relationship between the Council and faith communities, the religious advisers will act as a 'sounding board' to advise on effective engagement with faith communities, and the impact of Communities and Local Government policy on faith communities.

6. ANNUAL CIVIC SERVICE

6.1 The Mayor may hold an Annual Civic Service. This is normally held in June at the place of worship determined by the Team Rector of the City Centre Parish. Alternatively, the Mayor may hold an alternative event which will enhance the Council's understanding of, and engagement, with faith communities in the City. Such events ~~The Annual Civic Services~~ must be inclusive of all sections of the community and open to all faiths. ~~The Mayor's Office holds the guest list.~~

7. EVENTS

7.1 The Mayor should work with the Mayor's Office to produce a proactive programme, which meets the Civic and Ceremonial Portfolio objectives. The Mayor will take account of the Executive's requirements and priorities in determining the programme. All invitations to civic / ceremonial events to be undertaken by the Mayor and/or Sheriff or any proposal for a civic event or engagement, however arising, will be processed through the Mayor's Office who will liaise closely with the Mayor, conduct any necessary research and advise the Mayor and/or Sheriff on their suitability. Attendance at all engagements will be co-ordinated by the Mayor's Office. Events attended by the Mayor should be of a non-political nature. The advice of the Leader and/or Solicitor to the Council should be sought if necessary. Delegations or visits led by the Mayor to places outside Southampton should be subject to appropriate planning and reporting, and must be organised by the Mayor's Office.

7.2 The Sheriff should cover events / engagements that the Mayor is unable to undertake. Where the Sheriff is not available, the Council's representative should be a Councillor (with priority for former Mayors). Invitations should only go beyond Sheriff when it is considered that the lack of civic presence would be seen as detrimental to the Council. The Mayor's Office should decide this in consultation with the Solicitor to the Council when necessary. As the consorts / escorts of both the Mayor and Sheriff have no legal status, they should rarely attend functions independently of the Mayor or Sheriff. Consorts / escorts must never attend an event / engagement as a representative of the Council.

7.3 At events hosted by the Council, such as conferences and seminars, the Mayor will normally give a welcome to delegates. At events promoting Council achievements (eg opening new facilities) the Mayor will normally undertake ceremonial duties such as cutting of a ribbon, and the appropriate Cabinet Member will normally make the official speech.

8. VISITS ABROAD

- 8.1 Any planned visits abroad should be discussed with the Mayor's Office who will refer the issue to the Solicitor to the Council if necessary. Visits should be for official purposes and not of a personal or political nature.
- 8.2 If the Mayor proposes such a visit, as a guide it will be necessary to consider the following:
- 8.2.1 the purpose of the visit, the benefits to Southampton and its residents and how it will contribute to the city and/or detailed itinerary;
 - 8.2.2 the names of others who will be accompanying the Mayor, details of the costs and any hospitality that will be received and from whom;
- 8.3 Invitations abroad should be arranged through the Mayor's Office. The Solicitor to the Council will decide on any logistical or other arrangements necessary or appropriate or ancillary to any visit abroad, eg whether or not officers of the Council should accompany the Mayor.

9. ADMIRAL OF THE PORT

- 9.1 As Admiral of the Port, the Mayor has no formal powers as such associated with this particular office. However, in view of the historic relationship between the City Council and particularly the Mayor as Admiral of the Port and port-related activities and because of the significance of the port to Southampton's life, the Mayor shall maintain, promote, enhance and support those links, whether in the business, leisure, tourism or other aspect of the City's life.

10. ALLOWANCE

- 10.1 Both the Mayor and Sheriff are paid an allowance during their term of office. This is to cover ~~any clothing required~~, general expenses and receptions they wish to host. The Mayor and the Mayor's Office should ensure that overall spend on the civic purse, civic hospitality and civic functions is within budget. The Mayor should abide by any rules of guidance issued from time to time by the Solicitor to the Council and/or the Chief Finance Officer in respect of the Mayor's charities and/or the budget allocated to the Mayor by the Council.

11. USE OF THE OFFICIAL CAR

- 11.1 The Mayor and Sheriff may use a car provided by the Council to undertake their duties. Use of the official car is managed through the Mayor's Office. The chauffeur and official car may not be used by the Mayor and Sheriff other than in the civic and ceremonial capacity of these offices. The chauffeur and official car are the assets of the Council under the control of the Mayor's Office. Instructions to the chauffeur are given by the Mayor's Office. The mayoress or escort should be picked up at the mayor's place of residence - there should be no additional pick up point. If anyone other than the official escort of the Mayor or Sheriff is accompanying them to an event then they should always be picked up from the same pick up point as the Mayor or Sheriff.

12. USE OF MAYOR'S OFFICE AND PARLOUR

- 12.1 The Mayor and Sheriff may use accommodation (the Mayor's office and parlour) provided by the Council to undertake their duties. Use of this accommodation is managed through the Mayor's Office. The Mayor and/or Sheriff shall not use this accommodation other than for civic and/or ceremonial purposes without the prior consent of the Mayor's Office. The accommodation is the asset of the Council under the control of the Mayor's Office.

13. ACCEPTANCE OF GIFTS

- 13.1 Personal gifts received by the Mayor and Sheriff must be declared in the normal way. Gifts presented to the Mayor and /or Sheriff (in his/her ceremonial capacities as first or second citizen for the City) shall be accepted by the Mayor or Sheriff for the city / Council, may not be retained by the Mayor or Sheriff either during their municipal year or after and shall be passed to the Mayor's Office who shall manage such gifts on behalf of the Council. Gifts received during the year shall be displayed in the Mayor's Parlour. In exceptional circumstances, the Solicitor to the Council may decide that it is appropriate for them to retain a gift (for example, when the gift is of nominal value and/or similar gifts are presented to and retained by other Members and/or Officers).

14. USE OF IMAGES OF THE MAYOR AND/OR SHERIFF IN ELECTORAL MATERIAL

- 14.1 It is considered inappropriate for the Mayor and/or Sheriff to appear in any electoral material, whether associated with their election, or another candidate's election, in any official regalia or robes. The Mayor and Sheriff should use all reasonable endeavours to avoid this from occurring. Any such occurrence may well be reported to the Standards and Governance Committee and/or the Standards Board for England, depending upon the circumstances.

15. MEDIA

- 15.1 Given the status of the Mayor and Sheriff as First and Second Citizens of the City, any dealings with the media should be conducted via Public Relations and the Mayor's Office should be advised. The Public Relations team are responsible for dealing with the press and media on behalf of the Council. Therefore, all official communication relating to the Council (but not party political or private matters) should be dealt with by the team. The Mayor and Sheriff should be aware that any private / party political communications they issue may bring their office into disrepute and should always, therefore, seek advice before doing so.

16. SUPPORT FROM THE MAYOR'S OFFICE

16.1 The Mayor's Office will provide to the Mayor and Sheriff upon their appointment to office information on:

16.1.1 The different allowances and how they may be used;

16.1.2 Awareness of tax liabilities of allowance

16.1.3 Local charities and regular yearly events and functions;

16.2 During the Civic year, the Mayor's Office will:

16.2.1 manage the civic diary and ensure arrangements for chauffeur are in place;

16.2.2 receive and follow up invitations;

16.2.3 arrange occasional events;

16.2.4 give proper briefings and advice as necessary;

16.2.5 manage the budget, in consultation with the Chief Democratic and Members' Services Manager Officer;

16.2.6 prepare necessary reports for the Council / Committee etc;

16.2.7 provide such other support as is necessary and appropriate.

16.3 The Mayor's Office and officers working in the Mayor's Office work for the Council and are under the managerial control of the Chief Democratic and Members' Services Manager Officer and ultimately the Solicitor to the Council.

17. SUPPORT FROM THE REST OF THE COUNCIL

17.1 During the course of the Mayoral year, the Mayor and the Executive Director will liaise regularly. The Mayor's Office will take steps in order to enable regular briefings to take place, and will liaise with the Executive Director to ensure this happens.

17.2 At the commencement of the Mayoral year, the Mayor will have meetings with the Chief Executive, Executive Directors, Chief Financial Officer and/or Solicitor to the Council, so the Mayor may be briefed and aware of issues of interest. The Mayor's role will include supporting the council's corporate priorities and the key themes that the Mayor wishes to adopt should be explored to ensure they match the council's corporate plan. In this way, all of the engagements and initiatives that the Mayor undertakes will be supportive of the work of the council.

17.3 During the Mayoral year the Mayor may wish to be briefed by officers on other issues of interest to the Mayor or on issues that arise relevant to the Mayoral duties. Meetings may also be arranged on behalf of the Sheriff.

18. END OF YEAR REPORT

18.1 At the end of the Mayor's municipal year, the Mayor's will have the opportunity to review the year with the Solicitor to the Council and the Chief Democratic and Members Services Manager Officer. The views of the Mayor will be taken into account in making changes to this protocol, the work of the Mayors Office and in the planning of future initiatives. A report on the work of the Mayor will be included on the Mayors web page. Office shall prepare on behalf of the Mayor a report to the next

~~Standards and Governance Committee, particularly in the light of this protocol, so that Standards and Governance Committee may consider the views of the Mayor and review the protocol as appropriate in the light of those comments. If the Mayor has ceased to be a Councillor at the time when such a report is to be considered by Standards and Governance Committee, at the discretion of the Chair of Standards and Governance Committee, the ex-Mayor will be invited to present a report and address the Standards and Governance Committee on the issues set out in this paragraph.~~

19. CIVIC EVENTS CO-ORDINATION TEAM

- 19.1 Following identification of the key themes that the Mayor wishes to adopt, a meeting will be held with the Leader of the Council to set a programme for the co-ordination of events. The meeting will ensure that appropriate Members and Officers represent the Council according to the type of function and will advise external organisations to whom representative invitations should be addressed. The programme of events will be reviewed by COMT on a quarterly basis to ensure that the programme continues to match the council's corporate objectives.

~~The Executive Director for Resources runs a small forum of officers from across the authority to provide advice to the Leader of the Council, Cabinet, Mayor, Sheriff, Group Leaders and Chief Executive on civic invitations, representation and protocol. The Group, which includes the Mayor's Office Manager, ensures that appropriate Members and officers represent the Council according to the type of function, advises external organisations to whom representative invitations should be addressed, draws up lists of who should be invited from the City communities to civic events, anticipates important anniversaries and events and seeks political guidance on whether the Council wishes to mark those occasions in any way, and provides general advice within the ambit of this protocol to the Mayor, Sheriff, Leader, the Mayor's Office and, where appropriate, Members and officers in relation to all aspects of co-ordination of civic invitations, representation, etc.~~

Agenda Item 6

DECISION-MAKER:	STANDARDS AND GOVERNANCE COMMITTEE
SUBJECT:	CHAIR'S MEETINGS WITH CHIEF EXECUTIVE AND THE LEADER OF THE COUNCIL
DATE OF DECISION:	18 APRIL 2011
REPORT OF:	THE CHAIR OF STANDARDS AND GOVERNANCE COMMITTEE

STATEMENT OF CONFIDENTIALITY

Not applicable.

BRIEF SUMMARY

Discussions with the Chief Executive and the Leader of the Council have been held, as suggested in the Ethical Governance Review. These discussions have identified possible needs for the Committee to consider the impact on our governance of increased partnership working, changes in government policy affecting the work of the Committee, and the behaviour and attendance of Councillors at meetings and training events. The Committee is asked to consider these matters and seek further information as appropriate.

RECOMMENDATIONS:

- (i) that the report be noted;
- (ii) that the Solicitor to the Council be asked to arrange a briefing on the partnership arrangements already in place and those known to be developing, so that members can better understand the governance issues;
- (iii) that the Committee gives consideration to whether action is needed to improve Councillors' behaviour and attendance at meetings and training events; and
- (iv) that the Solicitor to the Council be asked to prepare a briefing paper on possible changes in regulations affecting matters such as audit, ethics and probity.

REASONS FOR REPORT RECOMMENDATIONS

1. To enable the Committee to fulfil its role in ensuring a good standard of governance and accountability.

DETAIL (Including consultation carried out)

2. Members will recall that in 2009 the Improvement and Development Agency (IDeA) undertook a 'light touch' Ethical Governance Health Check of the City Council. The findings were positive, and the report included a number of suggested ways of building on what had already been achieved. One of those was that the Chair of the Standards & Governance Committee could hold regular discussions with the Leader and the Chief Executive, "to review progress and to consider any adaptations of the Committee's work plan." This was in order to "help promote the work of the Committee and to ensure its work

is aligned to the needs of the Council." I therefore met with the former CEO on 5 July 2010 and the former Leader on 8 July, and subsequently with the current CEO on 5 January 2011 and the current Leader on 7 January.

3. The IDeA report made considerable mention of raising the profile of the Standards & Governance Committee. However, given that the Council achieves a good standard of governance with a relatively low-profile Standards & Governance Committee, I have not felt it necessary to pursue that aim beyond the submission of an annual report to the Council – which itself was another of IDeA's suggestions. The 2010 annual report reflected this "if it ain't broke don't fix it" approach, and the Committee endorsed it at the time. My discussions with the Leader and the CEO have been in much the same vein, therefore, with the emphasis being on aligning the Committee's work with the needs of the Council, rather than on promoting the work of the Committee.
4. One of the themes to emerge from my discussions was the potential impact on our governance arrangements of increased partnership working. This is a developing area, and members may want to consider how we address it. My inclination is to ask the Solicitor to the Council to arrange a briefing on the partnership arrangements already in place and those known to be developing (such as the Local Enterprise Partnership), so that members can better understand the governance issues.
5. Councillors' attendance at meetings and training events, and behaviour in meetings, were identified as matters the Committee should consider, although not by all those I spoke with. As an Independent Member I have little basis for taking a view on this and I would welcome views from Councillor members of the Committee.
6. The Scheme of Delegation, which was approved last year by the Committee and which significantly raised the threshold for officer-level decision-making, was flagged as something the Committee should keep its eye on, but this was already in our thinking.
7. The other main theme to emerge was about the impact on our governance of Government policy, particularly proposals to change the standards and audit regimes, and actions to substantially reduce public expenditure. Both of those carry some risks and heighten the need for vigilance at local level about probity issues. It would be helpful to have a briefing paper on possible changes affecting matters such as audit, ethics and probity. Regarding expenditure reduction, I do not suggest that we need to take particular action, but rather that we note the even greater importance, in these circumstances, of documents such as our Statement of Internal Control.

RESOURCE IMPLICATIONS

Capital/Revenue

8. Officer time in preparing further reports.

Property/Other

9. None.

LEGAL IMPLICATIONS

Statutory Power to undertake the proposals in the report:

10. Section 111 Local Government Act 1972 and Local Government Act 2000

Other Legal Implications:

11. Not applicable.

POLICY FRAMEWORK IMPLICATIONS

12. None.

AUTHOR:	Name:	Brian Hooper		
	Independent Chair of the Standards and Governance Committee			

SUPPORTING DOCUMENTATION

Non-confidential appendices are in the Members' Rooms and can be accessed on-line

Appendices

1.	None.
----	-------

Documents In Members' Rooms

1.	None
----	------

Integrated Impact Assessment

Do the implications/subject/recommendations in the report require an Integrated Impact Assessment to be carried out.	No
--	----

Other Background Documents

Title of Background Paper(s)	Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
------------------------------	--

1.	None	
----	------	--

Integrated Impact Assessment and Other Background documents available for inspection at:

WARDS/COMMUNITIES AFFECTED:	None
------------------------------------	------

This page is intentionally left blank

Agenda Item 7

DECISION-MAKER:	STANDARDS AND GOVERNANCE COMMITTEE
SUBJECT:	ANNUAL STANDARDS AND GOVERNANCE BUSINESS REVIEW
DATE OF DECISION:	18 APRIL 2011
REPORT OF:	CHAIR OF STANDARDS AND GOVERNANCE COMMITTEE

STATEMENT OF CONFIDENTIALITY

NOT APPLICABLE.

BRIEF SUMMARY

This report gives an overview of the work of the Standards and Governance Committee and outlines discussions held and decisions made at its meetings from May 2010 to April 2011.

RECOMMENDATIONS:

- (i) That the report be noted.

REASONS FOR REPORT RECOMMENDATIONS

1. This report is presented in accordance with the agreed recommendations arising from the 2009 Ethical Governance Review.

DETAIL (Including consultation carried out)

2. Appropriate consultation has taken place on each of the decision items summarised in this report.
3. This is the second Annual Report of the Standards and Governance Committee (S&GC), in response to a recommendation from the Ethical Governance Review. That review, conducted in 2009, found that the Committee had a lower profile in the business of the Council than is the case in many other Local Authorities and this report is one means of giving that profile a modest boost. We have taken the view that a modest increase in profile is all that is needed.
4. The Council continues to operate with a high level of compliance with the Members' Code of Conduct, a high standard of financial probity and a relatively low level of complaints from the public. Given the negative press that we and all Councils often receive, it is important to recognise and applaud those high standards.
5. A brief reminder of the Committee's make-up may be helpful. S&GC includes representation from all three political groups, mainly experienced councillors some of whom have also served the City as Mayor. It also includes three Independent Members, who have between them a wide range of experience in commercial project management, disability issues, local government and the voluntary sector (for much of the year a fourth Independent Member brought experience from the health service, but regrettably she has now stepped down for personal reasons). With that balanced and experienced

membership, and with one of the Independent Members as its chair, the Committee is well placed to focus on how Councillors and the Council conduct themselves and their business, largely avoiding debate on particular Council decisions. Our external auditors are frequently in attendance, and comparisons are sought and obtained so that the Council's performance can be seen alongside that of similar Local Authorities.

6. While the Council's performance is good in all of the areas with which S&GC is directly concerned, there is always room for improvement and we make a point of seeking trend data to ensure that performance edges upward year on year. The matters coming before S&GC in the year from May 2010 to April 2011 are as follows. **NB This draft report does not include matters considered at this (April 2011) meeting, but the final version will.**

7. **AUDIT COMMITTEE ANNUAL REPORT**

We received this report at our meeting on 24 June. We are grateful to the Audit Committee for the assurance they are able to give us on risk management, control and governance in the Council.

8. **ANNUAL GOVERNANCE STATEMENT/REPORT**

The Annual Governance Statement was received and approved in June, as recommended by the Audit Committee the previous day. We noted that the Comprehensive Area Assessment was no longer a requirement. The Annual Governance Report, prepared by the Audit Commission, was received in September. We were concerned that there was a delay in issuing an Audit Certificate but were satisfied that this did not indicate an issue of financial mismanagement. There was debate on an item of disclosure in the accounts, and we agreed to support the view of the Interim Director of Resources

9. **STATEMENT OF ACCOUNTS**

We received and approved the Statement of Accounts in June, seeking officers' explanations on some details and requesting some amendments to the income analysis in the Explanatory Foreword.

10. **OMBUDSMAN COMPLAINTS**

We were pleased to note from this report, presented in September, that Southampton continues to have fewer matters referred to the Ombudsman than comparable other Local Authorities, and to respond more quickly. We also noted a small decrease in the number of referrals to the Ombudsman, compared to the previous year.

11. **CORPORATE COMPLAINTS**

This report, also received in September, showed a slight rise in complaints compared to the previous year, on top of a substantial increase from the year before that, but the previous favourable comparison with other Local Authorities still holds good. We will continue to consider the data annually.

12. **CHILDREN'S SERVICES AND LEARNING/HEALTH AND ADULT SOCIAL CARE COMPLAINTS**

We received this report in September. As in the previous year, this showed a higher number of complaints than for our comparator Local Authorities although not all the comparative figures are available. Complaints about children's services and learning showed a marked increase, although none

came from children or young people. We noted the lessons learned from these complaints, and will continue to consider the data annually.

13. AUDIT COMMISSION: ANNUAL AUDIT LETTER

In December 2010 we received the Audit Commission's letter on the 2009/10 financial year. The letter gave us assurance on the Council's performance in financial management and value for money arrangements, and set out a number of challenges, primarily related to the economic downturn, which need to be monitored over the coming years.

14. CRB CHECKS FOR MEMBERS

In December 2010 we considered recommendations to change the level of CRB checks for Councillors, and agreed that certain members should be required to have an enhanced CRB check and all should be strongly encouraged to do so.

RESOURCE IMPLICATIONS

Capital/Revenue

15. Not applicable.

Property/Other

16. Not applicable.

LEGAL IMPLICATIONS

Statutory Power to undertake the proposals in the report:

17. Section 111 Local Government Act 1972 and Local Government Act 2000

Other Legal Implications:

18. Not applicable.

POLICY FRAMEWORK IMPLICATIONS

19. None.

AUTHOR:	Name:	Brian Hooper
		Independent Chair of the Standards and Governance Committee

SUPPORTING DOCUMENTATION

Non-confidential appendices are in the Members' Rooms and can be accessed on-line

Appendices

1.	None.
----	-------

Documents In Members' Rooms

1.	None.
----	-------

Integrated Impact Assessment

Do the implications/subject/recommendations in the report require an Integrated Impact Assessment to be carried out.	No
--	----

Other Background Documents

Title of Background Paper(s)

Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)

1.	None.	
----	-------	--

Agenda Item 8

DECISION-MAKER:	STANDARDS AND GOVERNANCE COMMITTEE		
SUBJECT:	MEMBER DEVELOPMENT		
DATE OF DECISION:	18 APRIL 2011		
REPORT OF:	SOLICITOR TO THE COUNCIL		
AUTHOR:	Name:	Sandra Coltman	Tel: 023 80 832718
	E-mail:	Sandra.coltman@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY

N/A

SUMMARY

This report gives an overview of Member learning and development during the last year and provides information on the Member Development Plan for 2011-2012. Members are invited to comment on any aspect of the Member learning and development in the report.

RECOMMENDATIONS:

- (i) Standards and Governance Committee is requested to consider and comment on the report.
- (ii) The Committee is also invited to consider and endorse the Member Development priorities.

REASONS FOR REPORT RECOMMENDATIONS

- 1 Standards and Governance Committee is responsible for overseeing and managing programmes of guidance, advice and training on ethics, standards and probity for Councillors and employees, and on the Council's Members' Code of Conduct.
2. To provide a progress report on the three year Member Development Strategy introduced in 2009 and an opportunity for the Committee to make recommendations for the future.

CONSULTATION

- 3 Member Development is based on consultation with relevant Members and officers, including the Member User Group, which has responsibility for the strategic direction and evaluation of Member Development, Group Leaders and the Chief Officer Management Team. Feedback from surveys and from individual Members is also taken into account.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 4 None. Standards and Governance Committee has requested annual reports on Member learning and development.

DETAIL

5 Member Development Strategy-2010-2013

The priorities set for Member Development were included in the Member Development Strategy 2010-2013 and related action plan (Appendix 1).

6. Localism Bill

The Member Development Plan will need to be amended to take account of changes and demands on Members that result from the Localism Bill which is expected to be enacted in the Autumn.

7. The Bill covers four broad areas:

- strengthening local democracy;
- community empowerment;
- reform of the planning system; and
- social housing reform

8. The Localism Bill includes a number of areas that may require Member Development particularly in relation to their role as elected representatives such as the revocation of the Members' Code of Conduct, and changes to the rules on pre-determination and bias.

9. Given that the detail of the Act is not yet known it is suggested that the following objective be included:

“To take ongoing actions to review and assess the changing roles of Members in relation to the Localism Act and other legislation affecting the roles and responsibilities of Members”.

10 Local Elections

Planning has commenced for the local elections on the 5th May 2011. The draft Member Induction Programme is being developed (Appendix 2).

It is anticipated that sessions on the Localism Bill will be added to the programme as the detail of the legislation becomes clearer.

11. The Member Development Strategy together with the Member Induction Programme will also need to be reviewed in light of any changes to the Political make up of the Council resulting in May.

12. Members of Standards and Governance committee are invited to comment on any aspect of Member learning and development, including recommendations to be included in the revised Member Development Strategy.

FINANCIAL/RESOURCE IMPLICATIONS

Capital

13. N/A

Revenue

14. N/A

Property

15. N/A

Other

16. N/A

LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

17. Section 111 Local Government Act 1972

Other Legal Implications:

18. None

POLICY FRAMEWORK IMPLICATIONS

19. N/A

SUPPORTING DOCUMENTATION

Appendices

1.	Member Development Strategy - 2010- 2013
2.	Member Induction Programme May-September 2011

Documents In Members' Rooms

1.	None
----	------

Background Documents

Title of Background Paper(s)

Relevant Paragraph of the
Access to Information
Procedure Rules / Schedule
12A allowing document to be
Exempt/Confidential (if
applicable)

1.	None	
----	------	--

Background documents available for inspection at: N/A

WARDS/COMMUNITIES AFFECTED: None **KEY DECISION?** No

This page is intentionally left blank

Southampton City Council

Member Development Strategy

2010- 2013

Version 1
Date: April 2011

1. INTRODUCTION

The Member Development Strategy is aimed at providing a long-term view which remains flexible to reflect changing priorities. The key themes identified within this document will be the driving force for the longer term with priorities and actions being regularly reviewed ensuring they continue to reflect current needs.

There is a need for the Council to respond rapidly to change and **‘do business better’**, as it strives to be a well-managed organisation delivering excellent and cost effective services that the local communities have helped to shape. This is being done in a context of tightening financial constraints and the need to reflect national priorities into a local setting and make sure the best outcomes for the city are achieved.

The Local Government and Public Involvement in Health Act 2007 and other legislative changes, increased partnership working and citizen’s high expectations of Council services place increasing demands and responsibilities on local Councillors. It is therefore of paramount importance that the Council provides effective training, development and support for its Members, and that Members take advantage of it.

2. STRATEGIC DIRECTION

The Member Development takes a long-term view but needs to remain flexible to reflect changing priorities. The key themes identified within this document will be the driving force for the longer term, with priorities and actions within them reviewed regularly to make sure they continue to reflect the current needs.

The Local Government and Public Involvement in Health Act 2007 is one of the key drivers of change, and Full Council will take a view on the options which it wishes to consider following public consultation. The decisions made by Council in relation to electoral and other changes are likely to impact on Member learning and development.

Another key driver will be the changing roles of Members, especially in relation to engaging with the public and the duty on local authorities to involve the public. With an increasing emphasis on partnership working, the role of Members is also changing by becoming more strategic and performance based.

Over the last few years, Member development has been an increasing focus in Audit Commission and other inspection regimes, and it is therefore vital to have strategic and robust programmes for Member learning and development.

Changes are also taking place within the Council in relation to organisational development, business planning, service delivery partnerships and business strategies. It is therefore important to link Member Development with Council priorities, including people development strategies, to ensure that Members have the skills and support required to provide strategic leadership for the Council and local communities.

3. PRIORITIES FOR MEMBER DEVELOPMENT

The six strategic themes were agreed by Full Council in May 2009. The first of these is potentially the most relevant to Member Development:-

Delivering value for money and efficient services, avoiding excessive taxation, ensuing good City governance, and working with neighbouring authorities, partner agencies and with appropriate strategic partnerships (such as the Partnership for South Hampshire).

The Council strategic themes for the Workforce Strategy were agreed by Cabinet in January 2009 and are as follows:-

- **Developing the Organisation and Delivering Change:** an organisation that embraces change, values continuous improvement, actively develops new ways of working and supports partnerships.
- **Building Leadership and Management Capacity:** Visionary and ambitious leaders who can lead 'beyond the Council' and Managers at all levels in the council who have capability that can deliver successfully through people.
- **Attracting and Retaining Talent:** a place that people are proud to work for and is actively chosen as a 'first option' by potential recruits, where flexibility, adaptability, outstanding contribution and professional expertise and diversity are valued
- **Learning & Developing Skills:** well-developed and qualified workforce with the capacity and capability to raise performance and meet current medium and long term need.
- **Performance and Reward:** a performance management framework and a modern pay and reward system that work together to recognise individual and collective contribution.
- **A Safe & Supportive Working Environment:** Promoting a supportive working environment and a healthy workforce

It is proposed that Member development plans are based on strategic themes. Short-term priorities also need to include need to review and assess the changing roles of Members and develop a skills-based framework to underpin Member development.

4. THE CURRENT POSITION

Member learning and development programmes include the following:-

- Induction Programme: a programme of sessions that commences with Code of Conduct training and a Preparing for Council, with a series of sessions to follow that take account of feedback from previous years and which are tailored to meet the individual needs of new Members.
- Personal Development Planning: All Members are offered 1-1 PDP sessions with a training consultant from South East Employers and/or with the Members' Services Officer. New Members and Members with new roles in particular are encouraged to participate in 1-1 sessions.
- Member Mentoring Scheme: New Members are provided with an officer-mentor when first elected and the mentoring scheme is open to all Members.
- Cabinet Member training: Individual induction programmes are developed by new Cabinet Members in consultation with the Members Services Officer, with Executive Directors and other officers. This can include participation in the IDeA mentoring scheme, 1 in-house sessions with officers, training sessions and seminars.
- Regulatory Panel training: Training for Members on Planning and Rights of Way, Licensing and Employment and Appeals Panel is generally statutory and all Members on regulatory panels are training before the first meeting, although training is ongoing. Planning training also includes training sessions with a barrister as well as sessions with officers.
- Scrutiny training: Scrutiny training is included in the induction programme and some panels organise short training sessions before meetings. Questioning and scrutiny skills were also included as sessions in the Hi Achievers programme.
- Skills training and workshops: A range of skills training and workshops are organised by Members Services and training provided in other services or by partner organisations is promoted to Members. This includes diversity training, personal safety, communication skills and e-learning.
- Standards and Governance: Training sessions on the Code of Conduct are included in induction training, with a refresher session generally held in the autumn and open to all Members. Training is also provided for members of Standards and Governance Committee. A corporate parenting training session is also held annually.
- Member Briefing sessions: A range of Member briefing sessions are held every year by services to keep Members informed about new legislation, policies and initiatives. Training and briefings sessions are also provided by partner organisations and this can include visits to services, police and businesses.

-
- IT training: Members are invited to book 1-1 IT training sessions with a qualified trainer and more immediate coaching support is also available from Members' Services.

Members also have training opportunities as Council representatives in external organisations. In addition the political groups provide learning support for new Members, many of whom have "shadowed" individual Cabinet Members during the last year.

Improvements have been made in monitoring systems and reporting Member attendance at training sessions in the last year, although continuing improvements need to be made to the evaluation of Member training. Additional work needs to be done in promoting Personal Development Planning sessions and following up to ensure training needs have been met.

The Member User Group receive quarterly reports on Member Development and Standards and Governance Committee receive an annual report.

Member learning and development needs to be delivered within limited resources and provide value for money. If additional resources are required then a business case will be made.

5. FUTURE ACTIONS

- Further development of the 3-year Member Development Action Plan following consultation and endorsement of the priorities by Standards and Governance Committee and the Member User Group.
- Ongoing actions to review and assess the changing roles of Members and engaging Members in identifying training and support needs.
- Giving all Members an opportunity to have a 1-1 personal development session with South East Employers or a relevant officer improving follow-up to ensure training needs are met.
- To include monitoring and review of PDPs in the Action Plan as requested by Standards and Governance Committee.
- Continued partnership working with Eastleigh and other local authorities to ensure efficiencies and value for money.

Member Development Strategy Action Plan 2010-2013

Member Development Strategy Action Plan – 2010-2013

Strategic themes	Objectives	Outcomes	Target Date	Progress	2010-2011	2011-2012	2012-2013
Developing the organisation and delivering change	To take ongoing actions to review and assess the changing roles of Members in relation to LG&PIH Act and other legislation affecting roles and responsibilities of Members.	Members changing roles, support and training needs to be identified and delivery plans in place.	Mar-11	Report was considered by Council on 15 th September 2010	Complete		
	To continue and enhance partnership working with Eastleigh and other local authorities to ensure efficiencies and value for money	Included in annual reports to S&GC and MUG	April annually	Shared session with Eastleigh and Havant BCs. Worked with PCC/EBC on political awareness training for staff	Complete		
	To consider extension and enhancement of portfolio briefings for non-Exec Members	Non-Exec Members satisfied that they are being kept informed of portfolio/service developments	May-11	Working with services to co-ordinate Member briefings	Complete		
	To provide enhanced training on corporate and statutory priorities	Included in annual report to S&GC and MUG	April annually	Planning and Safeguarding training being enhanced. Safeguarding sessions included in 2011 Member Induction Programme	In progress		
Building leadership and management capacity	To develop 3-year Member Development Action Plan	Action Plan agreed by Member User Group	To be reviewed annually	Plan agreed - to be monitored and reviewed by MUG	In progress		

	To provide effective learning and development programmes for new and other Cabinet Members in liaison with Directorates	Knowledgeable and skilled Cabinet Members	May 2010 and review annually	New Cabinet Member L&D liaised with CS Policy Co-ordinator. SEE PDPs and IDeA mentoring	Complete		
Attracting and retaining talent	To provide enhanced information for candidates and potential candidates	Effective information on becoming candidate and being a councillor on Southampton Online	May-10	Web content reviewed and updated.	Complete		
	To provide effective and phased training and support to new Councillors	Effective induction programme agreed by MUG	April annually	Programme for 2011-2012 being developed`	In progress		
Learning and development skills	To engage Members in identifying training and support needs	Consultation with S&GC and MUG and through PDPs	April annually	Enhanced Planning training delivered	Complete		
	To give all Members and co-optees a personal invitation to have opportunity for 1-1 PDP planning session in a phased programme	Members with PDPs and list of those who declined	Sep-10	PDPs available to all Members	Complete		
	To effectively monitor and review PDPs with Members and include in reports	Annual reports include monitoring and review of PDPs	Mar-11	Improved monitoring and review system being developed	In progress		
	Planning training to be included in induction programme and as regular refresher sessions	Annual Induction and Member Development programme includes planning training	April annually	Enhanced planning training in 2010-2011 with new legislation	Complete		

	Amend training records to identify how non-attendees receive compulsory training	To be included in Annual reports	April annually	Training via 1-1s being recorded	Complete		
	Enhanced training for Members of Employment and Appeals Panel	Annual reports include Panel training	April annually	Pre-meeting sessions	In progress		
	To ensure Member Development meets national standards	To be included in annual reports	April annually	Investors in People award includes Member Development. Charter to be considered.	In progress		
A safe and supportive working environment	To ensure Members are provided with personal safety and other skills and support for safe and secure environment	Included in Induction and Member Development programmes	April annually	Review and include in programme for May 2010	Complete		

Agenda Item 8

MEMBER INDUCTION PROGRAMME MAY-SEPTEMBER 2011 Appendix 2

Date/time	Session
Monday 9 May 2pm – 4pm	Getting Started Code of Conduct and Member Support followed by IT induction and 1-1 support
Friday 13 May 2pm – 4pm	Preparing for Council - Decision-making processes and Council Procedures
Monday 16 May 5pm-7pm	Induction Drop-In Session
TBA (post AGM)	Planning introduction – AM Planning Panel - PM
TBA (post AGM)	Introductory sessions – committees and panels
Wednesday 25 May 5.30pm-7pm	Changes in Council, Issues. Economic Development
Wednesday 1 June	TBA
Wednesday 8 June	Member Induction - Safeguarding
Wednesday 15 June	SEE Regional Induction Day for New Members
Wednesday 22 June	Chairing Skills
Wednesday 29 June	TBA
Wednesday 6 July	TBA
Wednesday 13 July 12.30pm-2pm	Pre-Council Members Drop-In - Safeguarding
Wednesday 20 July	Partnership Working – Overview of Southampton Partnership and other partnerships, Local Area Agreement and partnership working
Wednesday 27 July	TBA
Wednesday 7 September	TBA
Wednesday 14 September	TBA
Wednesday 21 September	TBA
Wednesday 28 September	TBA

OTHER TRAINING AND DEVELOPMENT TOPICS:-

<ul style="list-style-type: none"> • Localism Bill 	<ul style="list-style-type: none"> • Introduction to Scrutiny
<ul style="list-style-type: none"> • Health reforms 	<ul style="list-style-type: none"> • Regulatory Panel Training
<ul style="list-style-type: none"> • Understanding the budget process 	<ul style="list-style-type: none"> • Media familiarisation
<ul style="list-style-type: none"> • Individual personal planning sessions (new members and those with new roles) 	<ul style="list-style-type: none"> • Time management and dealing with case work

This page is intentionally left blank