

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE

Response from Graig Community Council 26th January 2018

<p>1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).</p>	<p>Adopted on 30 March 2016</p>
<p>2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.</p>	<p>All Councillors signed new declarations to abide by the member code of conduct at 10 May 2017 Council AGM</p>
<p>3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.</p>	<p>As above</p>
<p>4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?</p>	<p>The Clerk is the designated proper officer and maintains the register. The register is published on Council's website and is updated if changes are made. The records are held by the Clerk and are available for inspection by arrangement with the Clerk</p>
<p>5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?</p>	<p>Yes, the register is on our website and is updated as and when new information is presented to the Clerk.</p>
<p>6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?</p>	<p>Yes, we publish all minutes, agendas and Clerk's reports for meetings. Also Councillor & Clerk profiles for each member stating name, photo ID (in most cases), political affiliations, contact details, ward representation, which groups or committees each sits on and a short personal biography.</p>
<p>7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <ul style="list-style-type: none"> - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales. 	<p>12 of our 15 have been trained on the code of conduct. 3 newest Councillors are yet to be trained. We have relied on the City Council to invite our Councillors to training and as yet there has been no opportunity for the newest Councillors to attend. Each Councillor is given a copy of the code of conduct at the induction stage along with the recommended Good Councillor Guide. Council has not engaged any external training other than that given by the City Council to date.</p>

<p>8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?</p>	<p>I believe all would find this beneficial, as would I, particularly our newest Councillors. There are no areas of particular concern except longer serving Councillors would probably benefit most from learning more about the latest changes made to the Code and any resulting effects.</p>
<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	<p>No</p>
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>Yes please, Either dedicated training sessions or joint sessions would suit us best. My workload is heavy. Attending and then cascading training to Members would be more time consuming. If this was the only option, we would obviously not refuse it.</p>
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	<p>Not as yet, we are currently reviewing all our policies and procedural documents which will be completed and approved no later than 28 March 2018. This will be added to our suite of documents and will be adopted at that time along with the new Data Protection policy that must be adopted by 25 May 2018</p>
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	<p>No</p>

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE
LANGSTONE CC

<p>1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).</p>	<p>12/04/2016</p>
<p>2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.</p>	<p>Confirmed</p>
<p>3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.</p>	<p>Confirmed</p>
<p>4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?</p>	<p>The Clerk is the Proper Officer. Each Councillor's Declaration of Interests is published on the Council's website. Signed paper copies are held at the Council's office.</p>
<p>5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?</p>	<p>Yes, each Councillor's Declaration of interests is published on the website and updated whenever there is a change</p>
<p>6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?</p>	<p>Yes.</p> <ul style="list-style-type: none"> • Information about the council's clerk and Members – contact details, membership of Committees • Agendas and Minutes of council meetings • Audited statement of the council's accounts. • Public notices such as vacancies in the role of Councillor or Notices of rights to view accounts
<p>7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <ul style="list-style-type: none"> - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales. 	<p>Yes, all 7 Councillors (except one newly co-opted Councillor) have attended Code of Conduct training.</p> <p>Training was provided either by NCC or by One Voice Wales</p>

<p>8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?</p>	<p>There are no specific issues currently. I have requested training for the newly co-opted Councillor</p>
<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	<p>No</p>
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>Yes – a joint session with other Community Councils</p>
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	<p>Yes</p>
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	<p>No</p>

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE
MARSHFIELD CC

<p>1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).</p>	<p>12th April 2016</p>
<p>2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.</p>	<p>Confirmed</p>
<p>3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.</p>	<p>Confirmed</p>
<p>4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?</p>	<p>Council Members are required by the Clerk to complete the Register of Interests form, as used by Newport CC, on taking office. The Clerk acts as the Proper Officer to hold the completed forms and arrange any amendments advised by Members. The hard copy file of the Register of Interests is made available for public inspection at each Council meeting and at other times is available to view on request.</p>
<p>5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?</p>	<p>Not included in the website.</p>
<p>6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?</p>	<p>Marshfield CC has a website. Public notices are published on the website. E.g. Vacancy notices, audit notices, meeting notices. The agenda and minutes of Council meetings are published on the website.</p>
<p>7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <p>- Informally, as part of their induction</p>	<p>No specific external training for current Council Members.</p> <p>Councillors are provided with the Code of Conduct and the Public Services Ombudsman's guide when taking their seat.</p>

<ul style="list-style-type: none"> - By the City Council - By an external training provider e.g. One Voice Wales. 	
<p>8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?</p>	<p>Not sure</p>
<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	<p>There are no problems with Ethical behaviour at the moment. The most likely from past experience is clarity on interests but each case will be reviewed as it arises and advice from the Newport City Council Monitoring Officer.</p>
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>Not sure</p>
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	<p>Adopted unamended on 12th September 2017.</p>
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	<p>No.</p>

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COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE

NASH CC

<p>1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).</p>	<p>Adopted in Community Council meeting on 2.6.16</p>
<p>2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.</p>	<p>All Community Councillors have signed a written declaration</p>
<p>3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.</p>	<p>All Community Councillors have signed a register of financial and other personal interests</p>
<p>4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?</p>	<p>The clerk is the designated proper officer and the records are kept with the clerk. Information is on the website for public inspection. Declaration of any interests on each meeting agenda</p>
<p>5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?</p>	<p>Register of Members interests is on the Community Council website. Is updated as and when required and declaration of interest forms completed at AGM</p>
<p>6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?</p>	<p>Information required under 2013 Act is published. Includes information about clerk, councillors, minutes, agendas, audit statements of accounts and public notices</p>
<p>7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <ul style="list-style-type: none"> - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales. 	<p>Community Councillors have not received any formal training at present.</p> <p>An induction pack on code of conduct is given to each new Councillor</p>
<p>8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?</p>	<p>Community Councillors would welcome refresher training.</p>

<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	No
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	Joint session with Community Councils
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	Nash Community Council adopted the Model Local Resolution Protocol for Community and Town Councils on 7.12.17
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	No

COMMUNITY COUNCILS
ETHICAL STANDARDS QUESTIONNAIRE
RESPONSES FROM WENTLOOGE CC

<p>1. Please confirm when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).</p>	<p>Yes</p>
<p>2. Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct.</p>	<p>Yes</p>
<p>3. Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests.</p>	<p>Yes</p>
<p>4. What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where the records are held?</p>	<p>Proper Officer is Josie Yeo (Clerk) Register Inspection can be requested via email or website to the Clerk Register held in Clerk's residence</p>
<p>5. If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?</p>	<p>No Not updated. Taken down as advised not necessary</p>
<p>6. Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act and, if so, what?</p>	<p>Yes</p>
<p>7. Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?</p> <p>If so, how many of them have been trained?</p> <p>How was the training provided:-</p> <ul style="list-style-type: none"> - Informally, as part of their induction - By the City Council - By an external training provider e.g. One Voice Wales. 	<p>Yes</p> <p>7</p> <p>OVW & Newport CC</p>
<p>8. Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?</p>	<p>Yes. WCC arranging bespoke course via OVW</p>

<p>9. Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?</p>	<p>No</p>
<p>10. Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?</p> <ul style="list-style-type: none"> - Dedicated training session for your community council - A joint session with other community councils - A joint training session for Clerks, who could then cascade the training to their Members 	<p>Bespoke</p> <p>Yes</p> <p>Yes</p>
<p>11. Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?</p>	<p>Yes</p>
<p>12. Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?</p>	<p>No</p>