



HILLINGDON
LONDON



Standards Committee

Date: TUESDAY, 2 MARCH 2010
Time: 7.00 PM
Venue: HIGH STREET, UXBRIDGE,
UB8 1UW

Allan Edwards, (Chairman)
Malcolm Ellis, (Vice-Chairman)
James Keys, (Independent Member)
Councillors Corthorne,
Dann,
Hensley,
Harmsworth,
Khursheed and
Yarrow

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

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further information.**

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This Agenda is available online at:
<http://lbh-modgov/ieListMeetings.a>

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INVESTOR IN PEOPLE

Useful information

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Agenda

- 1 Apologies for Absence
- 2 Minutes
To approve the minutes of the meeting of the Committee held on 1 December 2009
- 3 Declarations of Interest
To note any declarations of interest in any matter before the Committee
- 4 Confirmation that all items marked Part I will be considered in public and those marked Part II, in private

PART I

- 5 Review of Work Programme
To consider and update the Committee's Work Programme
- 6 Standards For England Bulletin
To note the latest publication from Standards for England (*attached*)
- 7 Recent Standards Networking Events
To receive an oral update from the Chairman and Vice-Chairman
- 8 Member Training Post May 2010
To note the induction and other training being put in place post elections May 2010
- 9 Standards and Ethics Indicators
To note details of the annual indicators designed to monitor the ethical health of the authority.
- 10 Declarations of Gifts and Hospitality
To note the annual report on declarations (*attached*)

PART II

- 11 Complaints Monitoring

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Minutes

Standards Committee
Tuesday, 1 December 2009
Meeting held at High Street, Uxbridge, UB8 1UW



Published on:
Come into effect on: Immediately (or call-in date)

Members Present:

Allan Edwards (Chairman)
Malcolm Ellis (Vice-Chairman)
James Keys
Councillor Philip Corthorne
Councillor John Hensley
Councillor Paul Harmsworth
Councillor Mo Khursheed
Councillor Mary O'Connor

Apologies:

Councillor Catherine Dann
Councillor David Yarrow

Officers Present:

Raj Alagh
Nav Johal

8. APOLOGIES FOR ABSENCE

Were received from Councillor Yarrow (substituted by Councillor O'Connor), Councillor Dann and Lloyd White, Head of Democratic Services.

9. MINUTES

The minutes of the meeting held on 10 September 2009 were agreed as a correct record.

10. DECLARATIONS OF INTEREST

There were no declarations of interest received.

11. WORK PROGRAMME 2009/10

The Chairman introduced the report. The Work Programme enabled the Committee to track the progress of its work in accordance with good project management practice. Members discussed the Work Programme and agreed on some further additions.

Members discussed the revised officer code of conduct which will be introduced next year, and whether it would be a blanket code for all officers. Members also discussed member training programmes, including new member training and the member complaints process. Reports on Standards & Ethics indicators, and Gifts & Hospitality are discussed at Standards Committee annually. It was noted that this needed to be included for the work programme in 2010. Members were told that the policy on officer declarations of gifts and hospitality is in the process of being revised and will be brought to the Standards Committee for comment. Members discussed gifts and hospitality relating to members and agreed that the Monitoring Officer should send a reminder to all members on the rules in the run up to Christmas.

RESOLVED: That

- a) **the Work Programme be noted by Members.**
- b) **amendments be made to the Work Programme to include the following:**
 - **2 March 2010: Report on Revised Code of Conduct for Officers**
 - **2 March 2010: Report on Amendment to Members Code of Conduct.**
 - **Standards & Ethics indicators.**
 - **Declarations of Gifts & Hospitality.**
- c) **the Committee agreed that the Monitoring Officer should send a note to all Members on the rules relating to gifts & hospitality.**

12. STANDARDS FOR ENGLAND BULLETIN NO.45

The latest edition of 'The Bulletin' was noted. Members discussed the sanction of written apologies under the Members code of conduct. Members agreed that wording of an apology should not be specified, but the board parameters of who to apologise to and when by.

13. CRITERIA FOR GRANTING DISPENSATIONS

Members noted the paper that was introduced by the Head of Legal Services. There were 4 criteria set by the Standards Board's Guidance. This was discussed and noted that it was a good starting point, and in the future other points may be considered. Members were asked for their views on the draft criteria before the Head of Legal Services wrote to all Members and Co-opted Members of the Council on the criteria which would be applied by the Committee when considering applications for dispensations.

Resolved –

- 1. Members agreed to adopt this paper.**
- 2. The Head of Legal Services to write to all Members and Co-opted Members of the Council setting out the criteria for applications for dispensations.**

14. AUDIT OF MEMBERS' EXPENSES

Members noted the report Audit on Members expenses. It was noted that auditors gave full assurance that the controls in place to manage Members expenses are effective. Members discussed whether a breakdown of expenses should be brought to the Committee. This is posted on the Council website every year. The Committee requested that they be sent this link.

15. AUDIT OF MEMBERS' COMPLAINTS PROCEDURE

Members noted the auditors report on complaints against Members. It was noted that the auditors gave their full assurance that the controls in place to manage complaints against Members were effective.

Members discussed whether more should be done to publicise the complaints policy to members of the public. This was raised as it was noted that nationally the average percentage of complaints from members of the public against Members was 55%. At Hillingdon this figure is 0%. All 13 complaints to date have been made by Members. The Council had satisfied the requirement of the legislation in publishing the Complaints Procedure.

The cost implications of additional advertising was considered. Members agreed that publicising in Hillingdon People in a positive way was a good way forward.

Resolved –

- 1. Members agreed with the action plan that a summary sheet should be placed at the front of the files showing what stage the complain is at and the decisions made so far, including dates.**
- 2. Members agreed that the Monitoring Officer should liaise with the Marketing and Publications officer to arrange the publication of the procedures in local papers and leaflets or posters being available in libraries and other public places.**

16. ASSESSMENT MADE CLEAR

Members watched a dvd from Standards for England on 'Assessments made clear'. It was agreed that Members were to watch the remainder of the dvd and any issues could be discussed at the next Committee meeting.

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WORK PROGRAMME 2009/2010

Officer Contact

Lloyd White, Deputy Chief Executive's Office

Papers with report

None

REASON FOR REPORT

To enable the Committee to track the progress of its work in accordance with good project management practice.

RECOMMENDATION: That Members note the Work Programme and make any amendments as appropriate.

BACKGROUND DOCUMENTS: None.

STANDARDS COMMITTEE

2009/10 WORK PROGRAMME

NB – all meetings start at 7pm in the Civic Centre unless otherwise indicated.

Shading indicates completed meetings

Meeting Date	Agenda Item
3 June 2009	<ul style="list-style-type: none"> • Terms of Reference: to monitor and update the Ctte's ToFR. • Setting High Ethical Standards – to monitor the Audit Commission Action Plan • Standards for England Bulletin Monitoring • Complaint Monitoring (Part II)
10 September 2009	<ul style="list-style-type: none"> • Standards Committee Regulations – to note the recently introduced regulations. • Standards for England Bulletin Monitoring • Complaint Monitoring (Part II)
1 December 2009	<ul style="list-style-type: none"> • Agree work programme • Audit of Members' Complaints – to note the outcome of the internal audit • Assessment made clear – view DVD from Standards for England • Standards for England Bulletin Monitoring • Complaint Monitoring (Part II)

Meeting Date	Agenda Item
2 March 2010	<ul style="list-style-type: none"> • Review work programme • Standards for England Bulletin Monitoring • New Members' Induction – to consider training for new Members. • Report on Revised Code of Conduct for Officers • Standards and Ethics Indicators • Declarations of Gifts and hospitality. • Complaint Monitoring (Part II)
2 June 2010	<ul style="list-style-type: none"> • Review work programme • Standards for England Bulletin Monitoring • Report on Revised Code of Conduct for Officers • Complaint Monitoring (Part II)
9 September 2010	<ul style="list-style-type: none"> • Review work programme • Standards for England Bulletin Monitoring • Complaint Monitoring (Part II)
30 November 2010	<ul style="list-style-type: none"> • Review work programme • Standards for England Bulletin Monitoring • Complaint Monitoring (Part II)



Standards and Ethics Award

The closing date for entries to the 2010 Local Government Chronicle (LGC) awards was Friday 20 November. Around 20 authorities entered the Standards and Ethics Award, which is supported by Standards for England. Our judges, Dr Robert Chilton, Dr Michael Macaulay and Nick Raynsford MP have reviewed the entries and shortlisted six authorities who will be announced on 17 December. The judges will then meet in London to choose a winner which will be announced on 24 March 2010.

More information on the shortlisted authorities will be available on our website in January.

Bias, Predetermination and the Code

At this year's Annual Assembly we ran a session called 'Understanding Predetermination and Bias'. It looked at the relationship between bias, predetermination and the Code of Conduct (the Code). The session proved to be hugely successful in providing information that all standards committees and monitoring officers should be aware of, particularly as it drew on recent and relevant case law in this area. This article attempts to draw out some of the key messages from the session that make understanding predetermination and the Code easier.

Predetermination is a more accurate term than 'bias' used to describe a state of mind which is capable of breaching both the law and the Code. This is not to be confused with predisposition where a councillor holds a view in favour of or against an issue, for example an application for planning permission, but they have an open mind to the merits of the argument before they make the final decision at the council meeting. This includes having formed a preliminary view about how they will vote before they attend the meeting, and/or expressing that view publicly.

There are two types of predetermination; actual and apparent:

- **Actual predetermination** is when a person has closed their mind to all considerations other than an already held view.
- **Apparent predetermination** is where the fair minded and well-informed observer, looking objectively at all the circumstances, considers that there is a real risk that one or more of the decision makers has refused even to consider a relevant argument or would refuse to consider a new argument.

Recent case law has provided some clarity on how to establish whether predetermination might have occurred by using a two stage test:

- **Stage one** - all the circumstances which have a bearing on the suggestion that the decision was undermined by actual or apparent predetermination must be established.
- **Stage two** - the questions to be asked are:
 - a) was there actual predetermination or
 - b) were the circumstances such as would lead a fair minded and informed observer to conclude that there was 'real risk' that one of the decision makers had predetermined the outcome?

It is important to note that apparent predetermination is to be assessed having regard to all the circumstances which are apparent upon investigation. This extends beyond the circumstances available to the 'hypothetical observer.'

This could include information on any other relevant facts affecting the decision, for example, council procedures. It does not include evidence from the member concerned as to their state of mind or evidence from the complainant as to why they believed the subject member's mind was closed.

The test is objectively looking at what view the facts give rise to. The courts have decided that the fair minded and informed observer has: access to all the facts, is neither complacent nor unduly sensitive or suspicious when looking at the facts, is able to decide between the relevant and irrelevant and on the weight to be given to the facts and is aware of the practicalities of local government.

The courts have accepted that these practicalities mean that the **fair minded and informed observer** accepts that:

- a) Manifesto commitments and policy statements which are consistent with a preparedness to consider and weigh relevant factors when reaching the final decision, are examples of legitimate predisposition not predetermination.
- b) The fact that the member concerned has received relevant training and has agreed to be bound by a Code of Conduct is a consideration to which some weight can properly be attached when determining an issue of apparent predetermination.
- c) Previously expressed views on matters which arise for decision in the ordinary run of events are routine and councillors can be trusted, whatever their previously expressed views, to approach decision making with an open mind.

d) To suspect predetermination because all members of a single political group have voted for it is an unwarranted interference with the democratic process.

e) Councillors are likely to have and are entitled to have, a disposition in favour of particular decisions. An open mind is not an empty mind but it is ajar.

What has become evident is that **the threshold**, in the context of administrative decisions, on the test of apparent predetermination is an extremely difficult test to satisfy. Unless there is positive evidence that there was indeed a closed mind, prior observations or apparent favouring of a particular decision is unlikely to be sufficient to establish predetermination.

The Adjudication Panel for England (APE) in case reference 0352 has also looked at the relationship between the Code and predetermination and gave an indication that where such issues arise there is a potential paragraph 5 Code breach. The outcome is likely to depend on the individual circumstances of a case and any other Code issues and breaches. This is because a councillor who renders the decision of a council unlawful due to predetermination could reasonably be regarded as bringing that authority or his office into disrepute.

An important issue for members is that by and large predetermination will not amount to a personal or prejudicial interest. Therefore there is no specific requirement to declare an interest and leave the room under paragraph 8 to 10 of the Code. Members may however find themselves the subject of a complaint under paragraph 5 on disrepute. This paragraph of the Code has no provision for declaring interests or leaving meetings.

For more information on the relationship between predetermination and the Code, what the practicalities of local government have been held to be and case details please see [Day One](#) on the events page of our Annual Assembly website.

For further information on determination please see our [Online Guide on Predetermination and Bias](#).

Local Assessment: sharing lessons learnt

One of the breakout sessions at our Annual Assembly in October was entitled *Local Assessment, sharing lessons learnt*. This session took the form of a discussion forum giving delegates the opportunity to share their experiences of the local assessment process since its introduction in May 2008.

Sessions were held in tandem for monitoring officers and standards committee members respectively. This gave each group the opportunity to share with their peers the challenges that had arisen in their authority and the solutions they had developed to meet these challenges. In addition, delegates

suggested a number of changes to the local standards framework. We value these suggestions but, clearly, many need further evaluation before a decision could be taken whether to make any changes.

A full breakdown of feedback from the sessions can be found on our dedicated [Assembly website](#), but we thought you might be interested in hearing what some of the main issues discussed were.

Top five issues discussed

1. Vexatious or Persistent Complainants

This topic was raised in all four sessions that took place. Potential solutions suggested by delegates included:

- asking for further Standards for England guidance on the definition of what a vexatious complaint is
- change legislation to allow monitoring officers to filter out such complaints and allow committees to refuse complaints from vexatious complainants
- having robust assessment criteria to filter out such complaints at assessment
- to write warning letters to complainants deemed vexatious by the council procedures
- to deliver targeted training
- to publish the average cost of assessing and investigating a complaint.

We are aware that persistent vexatious complainants are causing problems for a number of authorities. This is one area where we intend to provide further guidance for standards committees early in 2010, although we recognise that guidance alone is unlikely to solve this issue.

2. The role of the monitoring officer

Delegates questioned what role, if any, a monitoring officer should have in filtering out complaints before formal assessment by the standards committee. A variety of suggestions were made including that:

- Standards for England should produce further guidance on what steps monitoring officers can take before assessment
- monitoring officers should be given the power to filter complaints before assessment in consultation with the standards committee chair
- monitoring officers should make the initial assessment decision with any review undertaken by the assessment sub-committee

- monitoring officers should make the initial assessment decision for parish complaints
- there should be discretion to halt the formal process if a local solution is reached.

3. Informing the subject member that a complaint has been made

Currently monitoring officers can take the administrative step of informing a member that a complaint has been made about them. However, the current regulations do not allow them to disclose any details of the complaint. Many delegates felt that this puts monitoring officers in a difficult position, especially in circumstances where the complainant has spoken to the press.

Delegates suggested a number of solutions and changes that they would like to see including:

- asking members in advance whether they would like to be told if a complaint is made about them, and make them aware they cannot be told any details until after the assessment
- giving monitoring officers the discretion to reveal some details of a complaint to the subject member depending on the circumstances, in consultation with the standards committee chair
- requesting guidance from Standards for England on what the subject member should be told prior to assessment
- requesting guidance from Standards for England on what the subject member should be told prior to an investigation.

4. Resources

A number of delegates highlighted problems with finding resources to deal with processing complaints. There were some suggestions that monitoring officers could use the Local Government and Housing Act 1989 to ensure they had adequate resources to perform their functions.

Another suggestion was that parishes should either be asked to contribute or alternatively they should be charged for processing complaints about parish members. Currently parish councils cannot be charged for any costs incurred during the assessment or investigation of a complaint about a parish member.

5. Quality of complaint information

Delegates stated that poorly written complaints and lack of information from the complainant could make it difficult to make an assessment decision.

Delegates suggested that:

- a model complaint form from Standards for England would be helpful (we have already published a complaints form – [click here to download](#)).
- complainants should be encouraged to use, or that it should be mandatory to complete, an official form
- monitoring officers should request further information from the complainant if there is insufficient information to make an assessment decision
- the complainant should be asked what they would like the outcome of the process to be.

We are currently undertaking a review of the local standards framework and information gathered from the sessions will feed into this review process. However, some of the changes to the standards framework suggested would be difficult to implement as they would require primary legislation to be amended.

A number of requests were made during the sessions for further guidance from Standards for England. We will consider these requests and use the feedback to inform future guidance updates.

Annual return 2010

In April 2009 we collected annual information returns from the 438 local authorities that we work with, covering the period 8 May 2008 to 30 March 2009.

It is important for us to collect information from monitoring officers and standards committees on how they are helping to maintain high standards of ethical conduct in their authorities. This assists us in ensuring the effectiveness of local standards arrangements.

Last year's return was an opportunity for monitoring officers and standards committees to tell us in detail about the particular achievements, successes and difficulties they had in supporting and promoting the ethical framework. We used the returns to build up a bank of notable practice examples to share across the standards community. Many of these can be found on a dedicated [notable practice](#) section of our website and in our [annual review of 2008-9](#).

We will be continuing to collect examples of notable practice in the annual return 2009-10. The information we gather will allow us to cultivate a national overview of the local operation of the standards framework. We will use this to identify strengths and weaknesses of the framework, prompting where we should be producing guidance or seeking policy changes in response to emerging national trends.

The questions in the annual return are currently being developed. Some will stay the same as last year so that we can report on progress, but many of them will change.

Our reasons

We are aiming to have a shorter questionnaire which will use tick boxes where possible to capture practices that are common across many authorities. This should mean that less time is required completing responses; unless there are exceptional circumstances or innovative activities to tell us about. We only expect authorities to provide lengthy responses where they think that a narrative will help others in the standards community who may find themselves in a similar position.

We appreciate that the timing of the annual return is not ideal. April marks the start of the new financial year and is inevitably a busy time for all concerned. However, we want to be able to relay the messages from the year as soon as possible. Therefore, like last year, we will be asking for annual returns to be completed during April and May.

To help authorities complete this task during a busy time, we will be publishing the questions earlier. We hope to communicate the questions to monitoring officers in January 2010. This is so authorities have more time to plan and consult with their standards committee and other key figures, such as the council leader and chief executive, when preparing their responses.

Governance Toolkit for Parish and Town Councils

The second edition of the Governance Toolkit for Parish and Town Councils was well-regarded, winning a *Municipal Journal* Legal Achievement of the Year Award in 2007. The third edition of this valuable resource was finalised in April and is now available to download.

This edition has been revised, updated and produced in partnership between the National Association of Local Councils, the Society of Local Council Clerks, Standards for England and the Association of Council Secretaries and Solicitors. It is also endorsed by the Local Government Association. Milton Keynes Council, a fully parished part urban and part rural authority, is recognised as having been at the forefront of parish council initiatives for many years, and undertook the editing and production of this edition of the toolkit.

This new edition toolkit is a comprehensive, practical reference guide. The topics covered include governing documents, public engagement and managing information, creation of new town and parish councils and elections.

The toolkit will be most useful for

- town/parish clerks and councillors
- those interested in becoming a parish councillor

- principal councils wanting to establish parish councils in their areas
- monitoring officers.

If you would like to download a copy, you can find it in the [Resource Library](#) on our website under 'toolkits'.

Assessment Made Clear DVD

Copies of our new DVD – '*Assessment Made Clear*' have now been distributed to local authorities. We are keen to hear your feedback and so with each DVD there is a freepost feedback postcard, which should be quick and easy to complete and return to us. If you prefer to provide feedback online there is now an [online form](#) on our website.

So far we have been pleased with the response you've given to its approach in dealing with different assessment scenarios. However, some monitoring officers have expressed disappointment that it is not possible to freely copy the DVD as was the case with our previous DVD.

We have not envisaged a need for authorities to consider widespread distribution of this particular DVD. Our view is that this DVD is targeted at standards committee members serving on assessment sub committees and is best watched in a training situation, where group discussion supports the learning points set out in the DVD.

While it may be considered informative for a wider community of local councillors and appropriate officers, for such audiences we believe the context of the DVD, and discussion around it, are best moderated within a group training setting.

We do appreciate there may be cases where exceptions are to be made - so we have taken the decision to make further copies of the DVD available from us for £12.50.

Using the DVD

Alongside the usual features, the DVD includes 'pause and discuss' slides to allow you to pause after each case study and, as a group or as individuals, discuss or think through what you would do in that situation.

Subtitles are provided as an extra and scene selection allows you to revisit easily the sections that are of most interest to you. A pdf of the learning points is also available when viewing the DVD on your PC.

You can [view a trailer](#) of the DVD on Standards for England's website.

To order further copies please contact publications@standardsforengland.gov.uk or call our reception number – 0161 817 5300.

Police authorities and joint standards committees

In the *Joint standards committee guidance* we state that a police authority is unable to enter into joint arrangements with another police authority because Section 107(2) of the Local Government Act 1972 prevents them from having any of their functions carried out by other police authorities.

After receiving a large number of queries about this from police authorities we consulted again with Communities and Local Government. As a result of this liaison we now believe that our original interpretation of the legislation was incorrect. It is now understood that the 1972 Act does not prevent police authorities from forming joint standards committees with each other in line with the [Standards Committee \(Further Provision\) \(England\) Regulations 2009](#).

We would like to take this opportunity to apologise for the confusion. Our guidance will be modified shortly to reflect our updated position.

Review of the standards framework

We have all been operating the new standards framework for 18 months. As such, now is a good time for Standards for England, as the strategic regulator responsible for making sure it works effectively, to carry out a review of its effectiveness and proportionality. Where necessary we want to make recommendations to Communities and Local Government (CLG) for improvement.

We already have much of the information we need gathered from our research among various stakeholder groups (to which many of you have contributed - thank you), and from our own experience of monitoring and working with the standards framework. Soon we will be consulting with various bodies representing key local government and standards interests on what they think and about any recommendations we want to make. Our intention is to send these recommendations to CLG in March of next year.

We will keep you informed on the progress of the review through future bulletins and on our website. If, in the meantime, you have any queries then please contact Dr Gary Hickey on 0161 8175416 or gary.hickey@standardsforengland.gov.uk

Share your experiences of local standards

You can discuss anything you find topical in this Bulletin with fellow monitoring officers or standards committee members by using our new online forum. The Standards Forum, launched in October, provides a place for you to network, ask questions, share good practice, make recommendations and discuss any topics relating to the local standards framework.

All monitoring officers were automatically registered for the Forum and asked to send us the details of any members of their standards committees who wanted to join along with one other nominated officer. We have had a positive response and registered an additional 300 users, with more requests for membership being received daily. We intend to open membership up further by granting a further two officer registrations for each authority once we have registered this first wave of users. This is likely to happen early in the new year.

There are currently over 30 different subjects being discussed on the Forum. Popular topics include recommendations for external investigators and trainers; debates about protocols including the notification of subject members and the publication of decision summaries; and advice on the recruitment of parish members.

To find out more please access the [forum](#).

If you have any questions please contact forum@standardsforengland.gov.uk

Reminder: the importance of completing information returns

Within part 10 (Ethical Standards) of the Local Government and Public Involvement in Health Act 2007 it states that local authorities must send a periodic information return to us when we request one.

The periods we have specified, in the interest of not placing an unnecessary burden on local authorities, are the financial year quarters. In addition, we request a further return on an annual basis, meaning that there are five information returns required per year.

The information returns are extremely important. We need them to keep us up-to-date with how the local framework is functioning. They allow us to identify individual authorities that are not complying with the local standards framework or who are facing difficulties in implementing it.

So far authorities have been responsive in providing us with information on their experience, and the average percentage of returns completed for each quarter of the year is 99%. Over the 6 quarters for which we have requested returns, there have been just **13** instances where authorities have not provided a response. This is not bad when you consider there are over 400 authorities that we send requests to.

However, it often takes a significant effort to collect all of the returns. Roughly 75% of authorities complete their return by our deadline which is 10 working days after the close of each quarter. But the remaining authorities, who number more than 100, require multiple e-mail reminders and telephone calls before they complete their return. This is unacceptable, as it means it takes us longer than we would like to pull together all of the data and report on our findings.

Ultimately, we expect the authority's monitoring officer to complete our information returns. However, they can delegate this task to a colleague if they wish. For consistency we will always send our email correspondence directly to the monitoring officer, but if they know that they are not going to be available when a return is due they should delegate the task to somebody who is.

For more information on Standards for England's information returns please contact our monitoring team on 0161 817 5300.

Update on the transfer of the Adjudication Panel for England into the unified Tribunal structure

On 1 September, the General Regulatory Chamber (GRC) was launched as part of the First-tier Tribunal. The work of the Adjudication Panel for England will be transferred into the GRC in January 2010.

Legislative process

A 'Transfer of Tribunal Functions Order', transferring the functions of the Adjudication Panel into the GRC, has now been laid in Parliament. The order requires Parliamentary approval. Debates on the order will take place before the end of the year. The order contains amendments to the Local Government Act 2000, to the Standards Committee Regulations and to the Case Tribunal Regulations. Once Parliamentary approval has been obtained an amended version of each of those provisions will be available on the [Tribunals Service website](#).

The Order abolishes the Adjudication Panel for England, whose functions will then be undertaken by the First-tier Tribunal and will be known as the First-tier Tribunal (Local Government Standards, England). The President and members of the Adjudication Panel will be transferring as either judges or members of the First-tier Tribunal assigned to work in the General Regulatory Chamber of that Tribunal. The President will also be a deputy judge in the Upper Tribunal.

Impact on users

References and appeals made to the President of the Adjudication Panel are determined by Case Tribunals and Appeals Tribunals. The people who sit on those Tribunals will be the same people who determine these kinds of matters in the name of the First-tier Tribunal (Local Government Standards, England). The associated administrative work will also be undertaken by the same people as currently do this. Such work will continue to be based at the Tribunals Services offices in Leeds.

Since it was established, the Adjudication Panel has operated without any formal rules. That situation will change as a result of the transfer of work into the First-tier Tribunal. The procedure rules give more explicit powers of

direction to the First-tier Tribunal than were available to the Adjudication Panel, including power to summon witnesses.

All proceedings taking place after the transfer order comes into effect will be conducted in accordance with the rules of the First-tier Tribunal unless, in the case of proceedings which have already started, it would be unfair to apply particular provisions of those rules.

You can view regular updates on the [GRC page](#) of the Tribunals Service website.

NEW MEMBER INDUCTION AND DEVELOPMENT

Reporting Officer: Lloyd White, Head of Democratic Services

Summary of Report

The report summarises for the information of the Committee the recent decisions of the Whips' Committee with regard to forthcoming Member Training.

RECOMMENDATION: That the report be noted

Background Information:

The Whips' Committee on 1 September considered a number of reports relating to the provision of support services to Members and in particular the following:

Members' Seminar Programme

Currently two evening seminars are organised per month and supplemented by briefing sessions of which 7 were held in 2008/09. The average attendance at seminars by Members during 2008/2009 was 16 and it is appreciated that with ward workloads, committee meetings, voluntary bodies, meetings with officers etc, the pressure on Members' time can be severe and that therefore training and development needs to be focussed and co-ordinated to make the best use of the time spent on it.

Having reviewed the way in which seminars and briefings are run at the moment the Whips' Committee agreed that the current format be changed to **two, half day/evening sessions per year**, one in May and one in the Autumn.

Several seminars will be run concurrently through the day with no more than two simultaneously, giving Members a choice as to which ones they would like to attend, dependant on their interests. Briefing notes would be available for any seminars missed and a meeting area with appropriate displays would also permit Members to talk to officers throughout the day.

Members' briefings would continue to be held on an ad hoc basis as and when necessary although again it is recognised that often the information supplied could be done easily by means of concise briefing notes sent to Members as an alternative to holding an evening briefing.

For Members with special responsibilities or Members appointed to Planning and Licensing committees specialist mandatory training will continue to be arranged to ensure they can properly fulfil their role prior to undertaking their duties.

Induction Post May Elections

In previous years a detailed induction session has been held for the new Council on the Saturday immediately following the Thursday elections. Feedback from some Members was that this was slightly too soon after the election and that the amount of information given was 'overload' and experience has shown that new Members especially, need a minimum of information that contains the vital details to get started as a Councillor.

For 2010 therefore, the following has been agreed:

- Thursday 6 May 2010: Local and (possibly) General Election – votes for General counted and results announced. Votes for local election verified.
- Friday 7 May 2010: Local Election votes counted (if concurrent with general election) and results announced. As Councillors elected Democratic Services staff spend five minutes with each successful candidate and ensure Declaration of Acceptance of Office signed and details given of induction session and vital contact details only.
- Saturday 8 May 2010: Party Group AGM
- **Monday 10 May 2010: Induction Evening** (see attached timetable)
- Thursday 13 May: Council AGM
- **Week beginning 17 or 24 May** – 1st bi-annual Members' Seminar Day (including essential training e.g licensing, planning etc)

Monday 10 May – Induction Day:

Session 1 – the 'welcome' – to be co-ordinated by Democratic Services Team

- 4.15 – 5.00 Arrival and introduction by Democratic Services to include
Photographs for security passes (new Members only)
Photographs for PR purposes (new Members only)
Distribution of Delegate Pack to include
- CRB check forms to be issued for Members to complete and return
 - Declaration of Interests form to be completed
 - Payroll form to be completed
 - Questionnaire on contact details to be completed

Session 2 – the 'introduction'

- 5.00 An introduction from the Chief Executive and Leader of the majority party to the London Borough of Hillingdon.
10 minute maximum presentation by each Corporate Director outlining the roles and responsibilities of their Directorate and the key current issues being faced:
- 5.05 -
6.05
- Deputy Chief Executive's Office (Fran Beasley)
 - Adult Social Care, Health and Housing (tbc)
 - Education and Children's Services ((Chris Spencer)
 - Environment and consumer Protection (Philomena Bach)
 - Finance and Resources (Christopher Neale)
 - Planning and Community Services (Jean Palmer)
- 6.05 Role of Democratic Services in supporting Members (LW)
6.15 COFFEE BREAK
- 6.30 – Code of Conduct Training by Borough Solicitor and
7.30 Head of Democratic Services.**

STANDARDS AND ETHICS INDICATORS

Reporting Officer: Lloyd White, Head of Democratic Services

SUMMARY

This report sets out summary information on a range of topics, by which to gauge the corporate the health of the authority in relation to Standards and Ethics.

RECOMMENDATION: That the report be noted.

INFORMATION

The Committee has agreed to receive regular reports on a range of standards and ethics indicators and presenting this information in the public arena will demonstrate that the Council is conducting its business in a lawful, transparent manner and that any transgressions are dealt with according to due process.

Returns 1 April – 31 December 2009

1. Audit Commission public interest reports

Nil return

2. Investigations undertaken by Standards for England

Nil return. Please refer to the report in Part II for details of the investigations under taken by the LBH Standards Committee.

3. Number of whistle-blowing incidents reported

Nil return

4. Number of challenges to procurement decisions

Date	Details	Outcome
2nd October 2008	Challenge of award of contract to Security Services (Manned Guarding) supplier by unsuccessful tenderer	Out of court, full and final settlement agreed 29th May 2009. Supplier dropped all claims.

5. Number of Employment Tribunal cases received and/or settled,

Date Received	Details	Date settled	Outcome/Status
1 May 2008	Complaint of Disability Discrimination	July 2009	Settled
September 2008	Complaint of Unfair Dismissal	July 2009	Settled
October 2008	Complaint of Race Discrimination and Unfair Dismissal	December 2009	Settled
October 2008	Complaint of Unfair Dismissal and Disability Discrimination		Claim for DD dismissed in September 2009. Claim for UD upheld, awaiting remedies hearing.
November 2008	Complaint of Unfair Dismissal and Disability Discrimination		Claim struck out in March 2009
April 2009	Complaint of Race & Age Discrimination		Claim struck out in September 2009

Date Received	Details	Date settled	Outcome/Status
April 2009	Complaint of Disability Discrimination	February 2009	Settled
May 2009	Complaint of Redundancy Payment	May 2009	Settled
May 2009	Complaint of Unfair Dismissal	October 2009	Settled
June 2009	Complaint of Disability Discrimination		Claim withdrawn in September 2009
December 2009	Complaint of Disability Discrimination		Pending

6. Number of Ombudsman complaints received/settled

Date received	Department / Nature of Complaint	Date settled	Outcome / Status
29 April 2009	Anti Social behaviour	Still Open	
29 April 2009	Education – School Admissions	29 May 2009	Ombudsman Discretion
30 April 2009	Housing Allocations	30 July 2009	Ombudsman Discretion
12 May 2009	Education – School Admissions	14 August 2009	No or insufficient evidence of maladministration
27 May 2009	Anti Social behaviour	14 September 2009	No or insufficient evidence of maladministration
15 June 2009	Housing Allocations	10 July 2009	Ombudsman Discretion
22 June 2009	Adult Care Services	4 February 2010	Outside Jurisdiction
24 June 2009	Children and Family Services	24 August 2009	Ombudsman Discretion
1 July 2009	Education – School Admissions	17 November 2009	Ombudsman Discretion
2 July 2009	Education – School Admissions	14 August 2009	No or insufficient evidence of maladministration
9 July 2009	Education – School Admissions	8 September 2009	Ombudsman Discretion
9 July 2009	Waste Management	6 October 2010	No or insufficient evidence of maladministration
15 July 2009	Adult Care Services	8 October 2009	No or insufficient evidence of maladministration
29 July 2009	Adult Care Services	4 January 2010	No or insufficient evidence of maladministration
7 September 2009	Adult Care Services	8 January 2010	No or insufficient evidence of maladministration
14 September 2009	Local Taxation	12 November 2009	No or insufficient evidence of maladministration
14 September 2009	Public Finance	25 November 2009	Ombudsman Discretion
21 September 2009	Benefits	10 December 2009	Local Settlement
7 October 2009	Children and Family Services	Still Open	
5 November 2009	Parking	8 January 2010	No or insufficient evidence of maladministration
5 November 2009	Benefits	Still Open	
10 November 2009	Housing Allocations	8 January 2010	No or insufficient evidence of maladministration
10 November 2009	Planning Applications	Still Open	
23 November 2009	Miscellaneous	13 January 2010	Outside Jurisdiction
26 November 2009	Benefits	Still Open	
27 November 2009	Planning Applications	Still Open	
8 February 2010	Housing Allocations	Still Open	

7. Number of Declarations of Interest made by officers in relation to Council contracts

Date	Details	Department / Team
27 August 2009	Owner of 2 properties in the LBH that are rented through the Finders Fee Scheme.	Housing Supply Team
19 November 2009	Board member of Kensington Housing Trust, a subsidiary of the Catalyst Housing Group – a non remunerated position.	Corporate Property
19 November 2009	Board member of Untied Residents Housing – a non	Corporate Property

	remunerated position.	
9 December 2009	Parent Governor at Newnham Junior School	Corporate ICT

8. Number of Declarations of Prejudicial Personal Interest made by Members at Meetings

Note: A Member with a *personal* interest in any matter being considered must declare that interest but may remain in the meeting, speak and vote. If a member of the public, knowing all the relevant facts, would view that personal interest as so significant that it is likely to prejudice the Member's judgment of the public interest, then that is deemed a *prejudicial personal interest*. A Member with a *prejudicial personal interest* must declare that interest but may not speak or vote on the item and must leave the room while that item is being considered.

21st May, 2009 7.00 pm - North Planning Committee

6. 23 & 25 Crescent Gardens, Eastcote - 64562/APP/2008/1582

- [Councillor Edward Lavery](#) - Personal - Councillor Eddie Lavery declared a Personal and Non-Prejudicial interest in item 6 - 23 & 25 Crescent Gardens, Eastcote, as he lived close to the applicant who was known to him. Councillor Lavery remained in the meeting and took part in the discussion and decision of the application

2nd June, 2009 7.00 pm - North Planning Committee

- [Councillor Carol Melvin](#) - Personal and Prejudicial - Councillor Carol Melvin declared a personal and prejudicial interest in item 8 – 54 Hallowell Road, Northwood. Councillor Melvin withdrew from the meeting during the discussion and did not take part in the decision of the application.
- [Councillor David Payne](#) - Personal and Prejudicial - Councillor David Payne declared a personal and prejudicial interest in item 6 – 41 Rusdene Road, Eastcote. Councillor Payne withdrew from the meeting during the discussion and did not take part in the decision of the application.

9th June, 2009 7.00 pm - Central & South Planning Committee

- [Councillor Patricia Jackson](#) - Personal and Prejudicial -
- [Councillor Paul Buttivant](#) - Personal and Prejudicial -

9th June, 2009 7.00 pm - Central & South Planning Committee

7. Longford House, 420 Bath Road, Longford - 2985/APP/2009/680

- [Councillor Patricia Jackson](#) - Personal and Prejudicial - Councillor Pat Jackson declared a personal and prejudicial interest in this item and left the meeting whilst the application was discussed.

9th June, 2009 7.00 pm - Central & South Planning Committee

12. Guru Nanak Sikh Secondary VA School, Springfield Road, Hayes - 4450/APP/2009/616

- [Councillor Paul Buttivant](#) - Personal and Prejudicial - Councillor Paul Buttivant declared a personal and prejudicial interest in this item and left the meeting whilst the application was discussed.

9th June, 2009 7.00 pm - Central & South Planning Committee

17. Old Mill House, Old Mill Lane, Cowley, Uxbridge - 2819/APP/2008/1428

- [Councillor Patricia Jackson](#) - Personal and Prejudicial - Councillor Pat Jackson declared a personal and prejudicial interest in this item and left the meeting whilst the application was discussed.

Tuesday, 9th June, 2009 7.00 pm - Central & South Planning Committee

13. Guru Nanak Sikh Secondary VA School, Springfield Road, Hayes - 4450/APP/2009/619

- [Councillor Paul Buttivant](#) - Personal and Prejudicial - Councillor Paul Buttivant declared a personal and prejudicial interest in this item and left the meeting whilst the application was discussed.

Tuesday, 9th June, 2009 7.00 pm - Central & South Planning Committee

14. Guru Nanak Sikh Secondary VA School, Springfield Road, Hayes - 4450/APP/2009/620

- [Councillor Paul Buttivant](#) - Personal and Prejudicial - Councillor Paul Buttivant declared a personal and prejudicial interest in this item and left the meeting whilst the application was discussed.

Tuesday, 9th June, 2009 7.00 pm - Central & South Planning Committee

15. Uxbridge College, Park Road, Uxbridge - 1127/APP/2009/443

- [Councillor Paul Buttivant](#) - Personal and Prejudicial - Councillor Paul Buttivant declared a personal and prejudicial interest in this item and left the meeting whilst the application was discussed.

Wednesday, 10th June, 2009 7.00 pm - Education & Childrens' Services Policy Overview Committee

- [Councillor Anita MacDonald](#) - Personal - Councillor Anita MacDonald declared a personal interest in all items on the agenda due to her role as a School Governor.
- [Councillor Brian Crowe](#) - Personal - Councillor Brian Crowe declared a personal interest in all items on the agenda due to his role as a School Governor.
- [Councillor Catherine Dann](#) - Personal - Councillor Catherine Dann declared a personal interest in all items on the agenda due to her role as a School Governor.
- [Councillor John Hensley](#) - Personal - Councillor John Hensley declared a personal interest in all items on the agenda due to his role as a School Governor.
- [Councillor Judith Cooper](#) - Personal - Councillor Judith Cooper declared a personal interest in all items on the agenda due to her role as a School Governor.
- [Councillor Peter Curling](#) - Personal - Councillor Peter Curling declared a personal interest in all items on the agenda due to his role as a School Governor.

Tuesday, 16th June, 2009 7.00 pm - Social Services, Health and Housing Policy Overview Committee

7. Update report on the Hillingdon Independent Living Centre (page 21)

- [Councillor Peter Kemp](#) - Personal - Cllr Peter Kemp declared a personal interest in Item 7 as a member of the HCIL Management Group.

Thursday, 18th June, 2009 2.30 pm - Central & South Planning Committee

- [Councillor John Hensley](#) - Personal and Prejudicial - Ex Don and Advisor to Brunel University

Thursday, 18th June, 2009 2.30 pm - Central & South Planning Committee

5. Brunel University, Kingston Lane, Hillingdon - 532/APP/2009/566

- [Councillor John Hensley](#) - Personal and Prejudicial - Councillor John Hensley declared a personal and prejudicial interest in this item as an ex Don and Academic Advisor to Brunel University and left the meeting whilst the item was discussed.

Thursday, 18th June, 2009 2.30 pm - Central & South Planning Committee

6. Brunel University, Kingston Lane, Hillingdon - 532/APP/2009/577

- [Councillor John Hensley](#) - Personal and Prejudicial - Councillor John Hensley declared a personal and prejudicial interest in this item as an ex Don and Academic Advisor to Brunel University and left the meeting whilst the item was discussed.

Tuesday, 23rd June, 2009 7.00 pm - North Planning Committee

- [Councillor Anita MacDonald](#) - Personal and Prejudicial - Councillor Anita MacDonald declared a personal and prejudicial interest in item 6 - RAF Eastcote, Lime Grove, Eastcote, as her home backed onto the application site and the developers had surveyed the garden prior to her moving in. Councillor MacDonald withdrew from the room and did not take part in the decision of the application.
- [Councillor Carol Melvin](#) - Personal and Prejudicial - Councillor Carol Melvin declared a personal and prejudicial interest in item 8 – London School of Theology, Green Lane, Northwood, as she had discussed the item with residents as Ward Councillor of the application site. Councillor Melvin withdrew from the room and did not take part in the decision of the application.
- [Councillor David Payne](#) - Personal - Councillor David Payne declared a personal interest in Agenda Items 6, 9 and 10 by virtue of having been involved as a Ward Councillor of the application sites and withdrew from the room and did not take part in the decision of the applications.

Wednesday, 24th June, 2009 5.30 pm - Pensions Committee

- [Councillor George Cooper](#) - Personal - Councillor Cooper declared an interest, as he is a member of the Local Government Pension Scheme.
- [Councillor Michael Cox](#) - Personal - Councillor Cox declared an interest, as he is a member of the Local Government Pension Scheme.
- [Councillor Paul Harmsworth](#) - Personal - Councillor Harmsworth declared an interest, as he is a member of the Local Government Pension Scheme.
- [Councillor Philip Corthorne](#) - Personal - Councillor Corthorne declared an interest, as he is a member of the Local Government Pension Scheme.

Monday, 29th June, 2009 5.00 pm - Audit Committee

7. Approval of the 2008/09 Statement of Accounts and Pension Fund Annual Report

- [Councillor Elizabeth Kemp](#) - Personal - Personal Interest in Agenda Item 7 – Approval of the 2008/09 Statement of Accounts and Pension Fund Annual Report as she was a Member of the Board of Hillingdon Homes.
- John Morley - Personal - Personal Interest in Agenda Item 7 – Approval of the 2008/09 Statement of Accounts and Pension Fund Annual Report as he was a Member of the Board of Hillingdon Homes.

Monday, 29th June, 2009 5.00 pm - Audit Committee

11. Proposed Audit Committee Work Programme

- [Councillor George Cooper](#) - Personal - Governor of St Mary's School.
- [Councillor Mary O'Connor](#) - Personal - Governor of Botwell School and Moorcroft School.
- [Councillor Tony Eginton](#) - Personal - Governor of Abbotsfield School for Boys, Hillside Junior School and Minet Nursery and Infant School.

Tuesday, 30th June, 2009 3.00 pm - Environmental Improvements Panel

4. Chrysalis Programme - Report to Environmental Improvements Panel

- [Councillor Lynne Allen](#) - Personal - Councillor Lynne Allen declared a general personal interest as a member of the Townfield Initiative. The interest was not prejudicial and she remained in the meeting.

Tuesday, 30th June, 2009 7.00 pm - Central & South Planning Committee

12. 64 Mayfield Close, Hillingdon - 65701/APP/2009/121

- [Councillor Patricia Jackson](#) - Personal and Prejudicial - Councillor Pat Jackson declared a personal and prejudicial interest in Item 12 – 64 Mayfield Close, Hillingdon and left the meeting whilst the item was discussed.

Wednesday, 8th July, 2009 7.00 pm - Education & Childrens' Services Policy Overview Committee

- Anthony Little - Personal - Anthony Little declared a personal interest in all items on the agenda due to his role as a School Governor.
- [Councillor Anita MacDonald](#) - Personal - Councillor Anita MacDonald declared a personal interest in all items on the agenda due to her role as a School Governor.
- [Councillor Brian Crowe](#) - Personal - Councillors Brian Crowe declared a personal interest in all items on the agenda due to his role as a School Governor.
- [Councillor Catherine Dann](#) - Personal - Councillor Catherine Dann declared a personal interest in all items on the agenda due to her role as a School Governor.
- [Councillor John Hensley](#) - Personal - Councillors John Hensley declared a personal interest in all items on the agenda due to his role as a School Governor.
- [Councillor Judith Cooper](#) - Personal - Councillor Judith Cooper declared a personal interest in all items on the agenda due to her role as a School Governor.
- [Councillor Peter Curling](#) - Personal - Councillors Peter Curling declared a personal interest in all items on the agenda due to his role as a School Governor.

Wednesday, 15th July, 2009 6.00 pm - External Services Scrutiny Committee

5. Hillingdon PCT's Provider Services

- [Councillor Peter Kemp](#) - Personal - Councillor Peter Kemp declared a personal interest in that he is diabetic. The interest was not prejudicial and he remained in the meeting.
- [Councillor Phoday Jarjussey](#) - Personal - Councillor Phoday Jarjussey declared a personal interest in that he is diabetic. The interest was not prejudicial and he remained in the meeting.

Thursday, 16th July, 2009 7.00 pm - North Planning Committee

- [Councillor Allan Kauffman](#) - Prejudicial - Councillor Alan Kauffman declared a prejudicial interest in Agenda Item 16 and left the room while the Committee discussion took place
- [Councillor Edward Lavery](#) - Prejudicial - Councillor Alan Kauffman declared a prejudicial interest in Agenda Item 17 and left the room while the Committee discussion took place
- [Councillor Elizabeth Kemp](#) - Prejudicial - Councillor Elizabeth Kemp declared a prejudicial interest in Agenda Item 11 and left the room while the Committee discussion took place

Thursday, 16th July, 2009 7.00 pm - Cabinet

- [Councillor George Cooper](#) - Personal - Agenda item 6 - POC Heritage Review to Cabinet - as Chairman of the Heritage Builds Bridges project.

Thursday, 16th July, 2009 8.00 pm - Executive Scrutiny Committee

- [Councillor David Yarrow](#) - Personal - Councillor David Yarrow declared a personal interest in agenda item 5 as he was a Governor of Ruislip High School.

- [Councillor John Riley](#) - Personal - Councillor John Riley declared a personal interest in agenda item 5 as he was a Governor of Field End Infants School.
- [Councillor Mary O'Connor](#) - Personal - Councillor Mary O'Connor declared a personal interest in agenda item 5 as she was a Governor at Moorcroft School and Botwell School.

[Thursday, 16th July, 2009 8.00 pm - Executive Scrutiny Committee](#)

5. [Decisions of Cabinet - To consider the decisions made at the Cabinet meeting on for 16 July 2009](#)

- [Councillor David Yarrow](#) - Personal - Councillor David Yarrow declared a personal interest in agenda item 5 as he was a Governor of Ruislip High School.
- [Councillor John Riley](#) - Personal - Councillor John Riley declared a personal interest in agenda item 5 as he was a Governor of Field End Infants School.
- [Councillor Mary O'Connor](#) - Personal - Councillor Mary O'Connor declared a personal interest in agenda item 5 as she was a Governor of Moorcroft School and Botwell School .

[Thursday, 27th August, 2009 7.00 pm - North Planning Committee](#)

- [Councillor John Hensley](#) - Personal -

[Thursday, 3rd September, 2009 7.30 pm - Council](#)

- [Councillor Anthony Way](#) - Personal - Councillor Anthony Way declared a personal interest in Agenda Item 7.10 as he was a Council appointed representative on the Hillingdon Homes Board and remained in the room during the consideration thereof.

[Tuesday, 8th September, 2009 7.00 pm - Central & South Planning Committee](#)

15. [Heinz-Wolff \(Science\) Building, Brunel University, Cleveland Road, Uxbridge - 532/APP/2009/1333](#)

- [Councillor John Hensley](#) - Personal and Prejudicial - as an Ex Don and Academic advisor to Brunel University.

[Tuesday, 8th September, 2009 7.00 pm - Central & South Planning Committee](#)

16. [Heinz-Wolff \(Science\) Building, Brunel University, Cleveland Road, Uxbridge - 532/APP/2009/1333](#)

- [Councillor John Hensley](#) - Personal and Prejudicial - As an Ex Don and Academic advisor to Brunel University.

[Wednesday, 9th September, 2009 7.00 pm - Education & Childrens' Services Policy Overview Committee](#)

- Anthony Little - Personal - Anthony Little declared a personal interest in all items on the agenda due to his role as a School Governor.
- [Councillor Anita MacDonald](#) - Personal - Councillor Anita MacDonald declared a personal interest in all items on the agenda due to her role as a School Governor.
- [Councillor Catherine Dann](#) - Personal - Councillor Catherine Dann declared a personal interest in all items on the agenda due to her role as a School Governor.
- [Councillor John Hensley](#) - Personal - Councillor John Hensley declared a personal interest in all items on the agenda due to his role as a School Governor.
- [Councillor Judith Cooper](#) - Personal - Councillor Judith Cooper declared a personal interest in all items on the agenda due to her role as a School Governor.
- [Councillor Peter Curling](#) - Personal - Councillor Peter Curling declared a personal interest in all items on the agenda due to his role as a School Governor.

[Tuesday, 15th September, 2009 7.00 pm - Central & South Planning Committee](#)

- [Councillor John Hensley](#) - Personal and Prejudicial - As an ex Don and a personal adviser to Brunel University

[Tuesday, 22nd September, 2009 5.00 pm - Audit Committee](#)

5. [Internal Audit Progress Report](#)

- [Councillor George Cooper](#) - Personal - He was a Governor of St Mary's School
- [Councillor Mary O'Connor](#) - Personal - She was a Governor of Botwell School and Moorcroft School
- [Councillor Tony Eginton](#) - Personal - He was a Governor of Abbotsfield School for Boys, Hillside Junior School and Minet Nursery and Infant School

[Tuesday, 22nd September, 2009 5.00 pm - Audit Committee](#)

6. [Auditor's Report on Statement of Accounts](#)

- [Councillor Elizabeth Kemp](#) - Personal - She was a Member of the Board of Hillingdon Homes
- John Morley - Personal - He was a Member for the Board of Hillingdon Homes

Tuesday, 22nd September, 2009 5.00 pm - Audit Committee

7. Auditor's Report on Pension Fund Accounts

- [Councillor Elizabeth Kemp](#) - Personal - She was a Member of the Board of Hillingdon Homes
- [Councillor George Cooper](#) - Personal - He was a member of the Pension Fund
- [Councillor Mary O'Connor](#) - Personal - She was a member of the Pension Fund
- [Councillor Tony Eginton](#) - Personal - He was a member of the Pension Fund
- John Morley - Personal - He was a Member of the Board of Hillingdon Homes

Tuesday, 22nd September, 2009 5.00 pm - Audit Committee

11. Head of Audit Update Report on School Audits

- [Councillor George Cooper](#) - Personal - He was a Governor of St Mary's School
- [Councillor Mary O'Connor](#) - Personal - She was a Governor of Botwell School and Moorcroft School
- [Councillor Tony Eginton](#) - Personal - He was a Governor of Abbotsfield School for Boys, Hillside Junior School and Minet Nursery and Infant School

Tuesday, 22nd September, 2009 7.00 pm - Central & South Planning Committee

12. Brunel University, Tower D, Cleveland Road, Uxbridge - 532/APP/2009/1384

- [Councillor John Hensley](#) - Personal and Prejudicial - As an Ex Don and Academic advisor to Brunel University.
- [Councillor Peter Curling](#) - Personal and Prejudicial - As an employee of Brunel University

Thursday, 24th September, 2009 3.00 pm - Environmental Improvements Panel

- [Councillor Lynne Allen](#) - Personal - Councillor Lynne Allen declared a personal interest in Agenda Item 4 as a member of the Townfield Initiative and remained in the room during the consideration thereof.

Thursday, 24th September, 2009 7.00 pm - Cabinet

- [Councillor Henry Higgins](#) - Personal - On Item 5, statutory proposals to amalgamate Harefield Infants and Junior Schools, Councillor Henry Higgins declared a personal and non prejudicial interest as a School Governor of the two schools.

Wednesday, 14th October, 2009 1.00 pm - Pensions Committee

- [Councillor George Cooper](#) - Personal - Councillor Cooper declared an interest, as he is a member of the Local Government Pension Scheme.
- [Councillor Michael Cox](#) - Personal - Councillor Cox declared an interest, as he is a member of the Local Government Pension Scheme.
- [Councillor Paul Harmsworth](#) - Personal - Councillor Harmsworth declared an interest, as he is a member of the Local Government Pension Scheme.
- [Councillor Philip Corthorne](#) - Personal - Councillor Corthorne declared an interest, as he is a member of the Local Government Pension Scheme.
- John Holroyd - Personal - Advisory Member John Holroyd declared an interest, as he is a member of the Local Government Pension Scheme.
- Nicholas Manthorpe - Personal - Advisory Member Nicholas Manthorpe declared an interest, as he is a member of the Local Government Pension Scheme.

14th October, 2009 7.30 pm - Corporate Services and Partnerships Policy Overview Committee

5. Major Review: Impact of a Pandemic in Hillingdon and the Effects on Council Services and Residents - Witness Session 3

- [Councillor Mary O'Connor](#) - Personal - She was the Chairman of the London Health Commission.

Thursday, 15th October, 2009 7.00 pm - Cabinet

6. Review of Conservation Areas in Northwood

- [Councillor Jonathan Bianco](#) - Personal - Proximity of his main residence to the extension of the Conservation Area at Northwood-Frithwood.

Thursday, 22nd October, 2009 7.00 pm - Education & Childrens' Services Policy Overview Committee

2. Declarations of Interest in matters coming before this meeting

- [Councillor Anita MacDonald](#) - Personal - Cllr MacDonald declared a non-prejudicial interest in all items on the agenda due to her role as a School Governor.
- [Councillor Catherine Dann](#) - Personal - Cllr Dann declared a non-prejudicial interest in all items on the agenda due to her role as a School Governor.

- [Councillor John Hensley](#) - Personal - Cllr Hensley declared a non-prejudicial interest in all items on the agenda due to his role as a School Governor.
- [Councillor Judith Cooper](#) - Personal - Cllr Cooper declared a non-prejudicial interest in all items on the agenda due to her role as a School Governor.
- [Councillor Tony Eginton](#) - Personal - Cllr Eginton declared a non-prejudicial interest on all items on the agenda due to his role as a School Governor and on Schools Forum.

Thursday, 29th October, 2009 6.00 pm - External Services Scrutiny Committee

- [Councillor Peter Kemp](#) - Personal - Councillor Peter Kemp declared a personal interest in Agenda Item 5, in that he had formally submitted a complaint about his GP, and remained in the room during the consideration thereof.
- [Councillor Phoday Jarjussey](#) - Personal - Councillor Phoday Jarjussey declared a personal interest in Agenda Item 5, in that he was a patient and regular user of the health service, and remained in the room during the consideration thereof.

Thursday, 29th October, 2009 6.00 pm - External Services Scrutiny Committee

5. Provision of Health Services in the Borough

- [Councillor Peter Kemp](#) - Personal - Councillor Peter Kemp declared a personal interest in this item, in that he had formally submitted a complaint about his GP, and remained in the room during the consideration thereof.
- [Councillor Phoday Jarjussey](#) - Personal - Councillor Phoday Jarjussey declared a personal interest in this item, in that he was a patient and regular user of the health service, and remained in the room during the consideration thereof.

Tuesday, 3rd November, 2009 7.00 pm - Central & South Planning Committee

- [Councillor Patricia Jackson](#) - Personal and Prejudicial - Had been discussing the application with residents

Thursday, 19th November, 2009 7.00 pm - Cabinet

5. Review of the Local List of Buildings of Architectural or Historic Importance

- [Councillor David Simmonds](#) - Personal - Cllr David Simmonds declared a personal interest in this item because his residence was in close proximity to a building on the draft local list. In addition, as Chairman of Hayes and Harlington Conservatives, the Association had an office within a building on the draft local list.
- [Councillor George Cooper](#) - Personal - Cllr George Cooper declared a personal interest in this item because his residence was in close proximity to a building on the draft local list.
- [Councillor Raymond Puddifoot](#) - Personal - Cllr Ray Puddifoot declared a personal interest in this item as Chief Executive of The Magdi Yacoub Institute and as a Foundation Governor of the Royal Brompton and Harefield NHS Foundation Trust. This was because Harefield Hospital was on the draft local list.

Thursday, 19th November, 2009 7.00 pm - Cabinet

6. Council Budget - Month 6 2009/10 Revenue and Capital Monitoring

- [Councillor Douglas Mills](#) - Personal and Prejudicial - Cllr Douglas Mills declared a personal and prejudicial interest in this item on the agenda as the Chairman of Governors of the Ruislip High School and left the room for the duration of this item.

Thursday, 19th November, 2009 7.15 pm - Executive Scrutiny Committee

5. Consideration of any Call-Ins of decisions made at the Cabinet meeting on 19 November 2009

- Anthony Little - Personal - He was a Governor of Pinkwell Primary School.
- [Councillor David Yarrow](#) - Personal - He was a Governor of Ruislip High School.
- [Councillor Mary O'Connor](#) - Personal - She was a Governor of Moorcroft School and Botwell School.

Wednesday, 25th November, 2009 6.00 pm - External Services Scrutiny Committee

- [Councillor Michael White](#) - Personal - Councillor Michael White declared a personal interest in Agenda Item 6, in that he was a private podiatrist, and remained in the room during the consideration thereof.
- [Councillor Phoday Jarjussey](#) - Personal - Councillor Phoday Jarjussey declared a personal interest in Agenda Item 6, in that he was a regular user of podiatry services, and remained in the room during the consideration thereof.

Wednesday, 25th November, 2009 6.00 pm - External Services Scrutiny Committee

6. Provision of Podiatry & Footcare Services in the Borough

- [Councillor Michael White](#) - Personal - Councillor Michael White declared a personal interest in this item, in that he was a private podiatrist, and remained in the room during the consideration thereof.

- [Councillor Phoday Jarjussey](#) - Personal - Councillor Phoday Jarjussey declared a personal interest in this item, in that he was a regular user of podiatry services, and remained in the room during the consideration thereof.

Monday, 7th December, 2009 2.30 pm - Environmental Improvements Panel

- [Councillor Lynne Allen](#) - Personal - Councillor Lynne Allen declared a personal interest in agenda item 5, as her name had been mentioned in the HH1006 Hayes Bowls Club Application Form for a Funding Bid, and remained in the room during the consideration thereof.

Monday, 7th December, 2009 2.30 pm - Environmental Improvements Panel

5. Chrysalis Programme - Report to Environmental Improvements Panel

- [Councillor Lynne Allen](#) - Personal - Councillor Lynne Allen declared a personal interest in agenda item 5, as her name had been mentioned in the HH1006 Hayes Bowls Club Application Form for a Funding Bid, and remained in the room during the consideration thereof.

Tuesday, 15th December, 2009 4.30 pm - Pensions Committee

- [Councillor George Cooper](#) - Personal - Councillor Cooper declared an interest as he is a member of the Local Government Pension Scheme.
- [Councillor Michael Cox](#) - Personal - Councillor Cox declared an interest as he is a member of the Local Government Pension Scheme.
- [Councillor Paul Harmsworth](#) - Personal - Councillor Harmsworth declared an interest as he is a member of the Local Government Pension Scheme.
- John Holroyd - Personal - Advisory Member, John Holroyd, declared an interest as he is a member of the Local Government Pension Scheme.
- Nicholas Manthorpe - Personal - Advisory Member, Nicholas Manthorpe, declared an interest as he is a member of the Local Government Pension Scheme.

Wednesday, 16th December, 2009 5.00 pm - Audit Committee

5. External Auditor Report - Annual Audit Letter and Final Reports on the Audit of Accounts for the Year ending 31 March 2009

- [Councillor Elizabeth Kemp](#) - Personal - She was a Member of the Board of Hillingdon Homes
- [Councillor George Cooper](#) - Personal - He was a Member of the Pensions Committee
- John Morley - Personal - He was a Member of the Board of Hillingdon Homes

Wednesday, 16th December, 2009 5.00 pm - Audit Committee

7. Internal Audit Progress Report

- [Councillor George Cooper](#) - Personal - He was a Governor of St Mary's School
- [Councillor Mary O'Connor](#) - Personal - She was a Governor of Botwell School and Moorcroft School
- [Councillor Tony Eginton](#) - Personal - He was a Governor of Hillside Junior School and Minet Nursery and Infant School

Thursday, 17th December, 2009 7.00 pm - Cabinet

- [Councillor Douglas Mills](#) - Personal - Cllr Douglas Mills declared a personal interest in Item 6 (minute 103) due to two family members that would be affected by the budget.
- [Councillor George Cooper](#) - Personal - Cllr George Cooper declared a personal interest as a trustee of voluntary organisations proposed to be in receipt of grants on item 7 (minute 104)
- [Councillor Jonathan Bianco](#) - Personal - Cllr Bianco declared a personal interest due to a family member that would be affected by a grant on item 7 (minute 104).
- [Councillor Scott Seaman-Digby](#) - Personal - Cllr Seaman-Digby declared a personal interest as trustee of a voluntary organisation proposed to be in receipt of a grant on item 7 (minute 104)

Monday, 11th January, 2010 6.00 pm - Education & Childrens' Services Policy Overview Committee

- [Councillor Anita MacDonald](#) - Personal - Cllr MacDonald declared a Personal and Non-Prejudicial interest in all items on the agenda due to her role as a School Governor
- [Councillor Catherine Dann](#) - Personal - Cllr Dann declared a Personal and Non-Prejudicial interest in all items on the agenda due to her role as a School Governor.
- [Councillor John Hensley](#) - Personal - Cllr Hensley declared a Personal and Non-Prejudicial interest in all items on the agenda due to his role as a School Governor
- [Councillor Judith Cooper](#) - Personal - Cllr Cooper declared a Personal and Non-Prejudicial interest in all items on the agenda due to her role as a School Governor
- [Councillor Peter Curling](#) - Personal - Cllr Curling declared a Personal and Non-Prejudicial interest in all items on the agenda due to his role as a School Governor

Thursday, 14th January, 2010 7.30 pm - Council

- [Councillor Janet Duncan](#) - Personal - Councillor Duncan declared a personal interest in agenda item 9, as she was awaiting an amended Council Tax bill, and remained in the room during the consideration thereof.

Thursday, 14th January, 2010 7.30 pm - Council

9. Council Tax Base 2010/11

- [Councillor Janet Duncan](#) - Personal - Councillor Duncan declared a personal interest in agenda item 9, as she was awaiting an amended Council Tax bill, and remained in the room during the consideration thereof.

20th January, 2010 7.30 pm - Corporate Services and Partnerships Policy Overview Committee

5. Budget Proposals Report for the Deputy Chief Executive's Office and the Finance & Resources Directorate (Central Services)

- [Councillor Elizabeth Kemp](#) - Personal - She was a Member of the Board of Hillingdon Homes.

Thursday, 21st January, 2010 7.00 pm - Cabinet

7. The work of the Audit Committee: report to Council

- [Councillor George Cooper](#) - Personal - Cllr George Cooper declared a personal interest in Item 7 (minute 130) as Deputy Chairman of the Audit Committee.

Thursday, 21st January, 2010 7.00 pm - Cabinet

8. Accessible Hillingdon - Supplementary Planning Document

- [Councillor George Cooper](#) - Personal - Cllr George Cooper declared a personal interest in Item 8 (minute 131) as a member of the Ramblers Association.

Thursday, 21st January, 2010 7.00 pm - Cabinet

6. Conservation Appraisal - Ruislip Village Conservation Area

- [Councillor Douglas Mills](#) - Personal and Prejudicial - Cllr Douglas Mills declared a personal and prejudicial interest in Item 6 (minute 129) as he resided in the area concerned and left the room for the item.

Thursday, 21st January, 2010 7.00 pm - Cabinet

12. Business Improvement Delivery: Localities, Enforcement and Transport services

- [Councillor Douglas Mills](#) - Personal - Cllr Douglas Mills declared a personal interest in Item 12 (minute 135) as a relation to him worked within one of the departments undergoing business improvement activity.

Thursday, 21st January, 2010 7.15 pm - Executive Scrutiny Committee

5. Consideration of any Call-Ins of decisions made at the Cabinet meeting on 21 January 2010

- Anthony Little - Personal - He was a Governor of Pinkwell Primary School.

Thursday, 11th February, 2010 7.00 pm - Education & Childrens' Services Policy Overview Committee

2. Declarations of Interest in matter coming before this meeting

- [Councillor Anita MacDonald](#) - Personal - Cllr MacDonald declared a personal and non pre-judicial interest in all items of the agenda due to her role as a school governor.
- [Councillor Catherine Dann](#) - Personal - Cllr Dann declared a personal and non pre-judicial interest in all items of the agenda due to her role as a school governor.
- [Councillor John Hensley](#) - Personal - Cllr Hensley declared a personal and non pre-judicial interest in all items of the agenda due to his role as a school governor.
- [Councillor Judith Cooper](#) - Personal - Cllr Cooper declared a personal and non pre-judicial interest in all items of the agenda due to her role as a school governor.
- [Councillor Peter Curling](#) - Personal - Cllr Curling declared a personal and non pre-judicial interest in all items of the agenda due to his role as a school governor.

GIFTS & HOSPITALITY ANNUAL REPORT 2008/9

Reporting Officer: Lloyd White, Head of Democratic Services

Summary of Report

This report is submitted to the Council's Corporate Management Team annually and provides a summary of gifts and hospitality accepted by staff during the 2008/9 financial year.

The Council's Golden Rules on gifts and hospitality require Corporate Directors to keep a register of declarations made by staff and for an annual report to be made to Management Team. The gifts and hospitality policy forms part of the Code of Conduct for Employees and breaches could be a matter for disciplinary action.

RECOMMENDATION: That the report be noted.

GIFTS & HOSPITALITY 2008/9 – GENERAL SUMMARY OF FINDINGS

Declarations have been received from:

- Deputy Chief Executive's Office
- Finance & Resources
- Education & Children's Services
- Environment & Consumer Protection
- Adult Social Care, Health & Housing
- Planning & Community Services

The Summary of declarations by Directorate is set out at **Appendix A** to the report, the role of designated officers is attached at **Appendix B** and the current Gift and Hospitality Golden Rules for Officers is attached as **Appendix C**.

APPENDIX A

SUMMARY OF OFFICERS GIFTS & HOSPITALITY DECLARATION 2008/9

Deputy CEO – Total of 27 declarations

- 21 declarations of hospitality and 6 of gifts.
- 4 offers of hospitality declined, and 1 offer of gift declined.
- 3 offers of alcohol: 1 declined, 1 accepted and locked away, and 1 was won in a quiz. They were both authorised by the Head of Service.
- Majority of offers of hospitality were for lunch.

Finance & Resources – Total of 49 declarations

- 30 declarations of hospitality, and 19 of gifts.
- 4 offers of hospitality declined, and 1 offer of gift declined.
- 23 declarations have been authorised by Head of Service.
- 3 gifts of alcohol accepted, 1 gift of 8 bottles of wine were donated to a raffle, 2 gifts of a bottle of wine were noted as 'accepted'.

Education & Children's Services – Total of 26 declarations

- ❑ 3 declarations of hospitality and 23 of gifts.
- ❑ 9 offers were authorised by the head of service.
- ❑ A gift of a DVD player was declared. Does not note if it was accepted, or whether it was authorised by Head of Service.
- ❑ 2 gifts of items of clothing were declared. Both not authorised by Head of Service.
- ❑ A gift of baby set declared for someone going on maternity leave. Was authorised by the head of service.
- ❑ An invitation for staff member to travel to India was declared, this was authorised by the Head of Service.
- ❑ A £10 M & S gift voucher was declared and accepted, this was authorised by the Head of Service.
- ❑ One gift of alcohol was accepted and sent to the Mayor's charity.
- ❑ One declaration of alcohol was not authorised by the Head of Service. Does not state whether it was accepted or sent to charity.

Environment & Consumer Protection – Total of 31 declarations

- ❑ 15 declarations of hospitality, 16 declarations of gifts.
- ❑ 6 offers were declined.
- ❑ 10 declarations authorised by the head of service.
- ❑ One declaration of alcohol was originally refused but then accepted as giver insisted. This was donated to the Mayor's charity.
- ❑ One declaration of a bottle of champagne that was won at an awards event.

Adult Social Care, Health & Housing – Total of 52 declarations

- ❑ No declarations of hospitality, all were gifts.
- ❑ 51 gifts were accepted, 1 was declined.
- ❑ Was not noted on the form whether any gifts were authorised by the Head of Service.
- ❑ Majority of gifts were chocolate, and were either seasonal gifts or thank you's.
- ❑ 5 gifts of alcohol donated to the Mayor's charity.
- ❑ 1 gift of perfume donated to the Mayor's charity.
- ❑ £100 cheque donation to Phoenix DC EVF fund raising account.
- ❑ A £10 gift to buy chocolates for staff was declined and returned. Service user donated the money to Age Concern instead.

Planning & Community Services – Total of 27 declarations

- ❑ 19 declarations of gifts and 8 declarations of hospitality.
- ❑ 3 declarations of alcohol accepted and passed to the Mayor's charity (1 was authorised by Head of Service, 2 were 'not required').
- ❑ A gift of £20 gift vouchers accepted and passed to the Mayor's charity. Head of Service authorisation was 'not required'.
- ❑ All other gifts fallen in with category of 'token gift'.
- ❑ In total 10 declarations authorised by the Head of Service, others 'not required'.
- ❑ 1 offer in total was declined.

Gifts & Hospitality: Role of Designated Officers

This document explains the role of the designated officers for each Directorate in relation to Officer declarations of Gifts and Hospitality.

Designated officers are encouraged to take a proactive approach and this document clarifies the level of authority and responsibilities that are required.

The role of designated officers:

- All Officers in the council need to be aware of the Golden Rules regarding Gifts and Hospitality (**Appendix C**).
- Designated officers will receive an electronic version of declarations once an officer has completed the [online form](#) on Horizon. The information collected needs to be collated onto the template attached (**Appendix D**).
- Designated officers should check all declarations received from officers and challenge any that are incomplete or unclear.
- Designated officers are to report problematic cases to Corporate Directors, seeking advice from the Head of Democratic Services or the Borough Solicitor on the interpretation of the Golden Rules as necessary.
- Designated officers are to complete a quarterly report to Corporate Directors on the declarations of Gifts and Hospitality for their Directorate, and this review should be recorded on registers.
- Ensure new starters are aware of Golden Rules relating to Gifts and Hospitality and name of their [designated officer](#) (which can also be found on Horizon).
- To ensure that all offers, whether they are declined or accepted, are recorded on the register.
- Designated officers should check that all sections and establishments in their department are complying with the requirements.
- Send an annual record of declarations of Gifts and Hospitalities to the Democratic Services Officer at the end of the financial year.

GIFTS AND HOSPITALITY GOLDEN RULES FOR EMPLOYEES 2007

Golden Rule

Employees must act with the highest standards of honesty to comply with the law and avoid the suspicion that they might be influenced by improper motives.

Employees must not as a general rule accept any gift, financial reward, hospitality or entertainment from any person or from any company or body which has or intends to have dealings with the Council

What can be accepted and does not have to be reported

Tea, coffee, soft drinks and biscuits may be accepted in the normal course of business with people from outside the Council and do not have to be reported.

What can be accepted but must be reported

Token gifts and modest hospitality may be accepted but their receipt must be reported promptly to the relevant officer in each Group for recording in a register:-

a) Gifts - for example calendars, pocket diaries, disposable pens, notepads, coasters, boxes of chocolates, bunches of flowers.

b) Hospitality - light refreshments in excess of tea, coffee, soft drinks and biscuits where it would be embarrassing or impractical to refuse. Anything in excess of light refreshments is only allowed if authorised **in advance** by the relevant head of department (for employees) or the Chief Executive (for Directors).

If a gift or hospitality is offered (whether it is accepted or declined) it must be notified on this [registration form](#) for entering in a register which will be reported in June each year to the Management Board and the Standards Committee.

What cannot be accepted

Anything in excess of a token gift or hospitality should always be refused. This includes money, gift tokens and alcohol of any kind. They should be returned to the sender but if this is not practical they should be sent to the Mayor's Office for the Mayor's charity.

Offering of inducements

Anybody who is offered a gift or hospitality **as an inducement** should report it immediately - employees to their manager for reporting to the Director, Directors to the Chief Executive and the Chief Executive to the Monitoring Officer. Any cases will be rigorously pursued.

Advice

Advice on all aspects of these rules is available from the Borough Solicitor or the Head of Democratic Services.

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government (Access to Information) Act 1985 as amended.

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