

# Annual Return

## 2010

This document is a list of the questions you will be asked in our 2010 Annual Return. The Annual Return will be an online form, accessible via our website. When we launch the online version you will be able to use the same login details that you use when accessing the quarterly return.

We have provided you with the questions early so that you can prepare in advance of the submission window, which will be either late March or early April 2010. An announcement containing the exact details of this will be made at a later date.

This will hopefully give you the opportunity to discuss the questions with your standards committee and other parties as necessary.

For those of you who completed last year's annual return, you will notice that only a handful of the questions are the same. We have made some significant changes to enable us to gather new information about how the local standards framework is functioning. There are 5 sections this year, communication, influence, training and support, investigations and a section only for authorities with parishes.

As with last year, the information you give us will feed into our Annual Review and we will be looking for items of notable practice to share with the standards community. We will once again be sharing your responses with the Audit Commission, to help inform their organisational "Use of Resources, Key Line of Enquiry" assessment.

When considering the questions, please refer to the guidance notes, as they will give you more details about the question and how to answer it.

If you are unsure about anything in this document, please contact our monitoring team on 0161 817 5300 or by emailing [authorityreturns@standardsforengland.gov.uk](mailto:authorityreturns@standardsforengland.gov.uk).

## PART 1: COMMUNICATION

The main roles of a standards committee are:

- to promote and maintain high standards of conduct by members
- to assist members in observing the Code of Conduct.

Your responses to this section will help us to collect examples of the different ways that standards committees communicate messages about ethical standards, both within the authority and to the wider public.

### Annual Report

**1) Does the standards committee produce an annual report?**

YES/NO. If yes go to q2. If no go to q4

**2) What does the report contain?**

- A personal statement by the standards committee chairman
- Information about the members of the standards committee
- The role of the standards committee
- The standards committee terms of reference
- Information about the Code of Conduct
- Statistical information about complaints that have been received
- Information about the length of time taken dealing with complaints
- A summary of complaints which have led to investigation, sanction or other action
- Details about training/events provided
- The forward work plan of the standards committee
- Other (*You will be asked for more details if selected*)

### 3) How is the standards committee annual report circulated?

Note: If your return is not on the website please forward a copy to us. See the guidance notes for details.

- Sent to all senior officers
- Sent to all members
- Sent to parish/town councils (This is only displayed if your authority is applicable)
- Available on the authority intranet
- Available as a specific item on the authority website (You will be asked for the website address if selected)
- Available in the standards committee papers published on the authority website (You will be asked for the website address if selected)
- Included as a full authority meeting agenda item
- Publicised in local newspaper / press release
- Distributed to households
- Available at authority offices
- Not circulated outside of the standards committee
- Other (You will be asked for more details if selected)

## Publicising Complaints

### 4) How can the public access information about how to make a complaint against a member?

- Through a 'compliments and complaints' type section of the council website (You will be asked for the website address if selected)
- Through the standards committee section of the website (You will be asked for the website address if selected)
- Complaints leaflets available from the authority
- Included as part of a council newsletter
- Advertised through parish councils
- Information is not available to the public
- Other (You will be asked for more details if selected)

**5) How can the public access information about the outcome of initial assessment decisions?**

- Written summary available for public inspection
- Press release issued for all initial assessment decisions
- Press release issued only if the subject member agrees
- Assessment decisions published on the authority website
- Articles published in the authority newsletter
- Other (You will be asked for more details if selected)

**6) How can the public access information about the outcome of investigations?**

- Hearings are open to the public
- Press release issued for all investigation outcomes
- Press release issued only if the subject member agrees
- Published on the authority website
- Decision notices are available for public inspection
- Articles in the authority newsletter
- Other (You will be asked for more details if selected)

**7) Do you have a mechanism in place for measuring the satisfaction of all those involved in allegations of misconduct? For example the member, complainant and witnesses.**

YES/NO. If yes go to q8. If no go to q9

**8) If yes, please can you describe the process?**

Open question

## Communicating the role and work of the standards committee and standards generally

### 9) What does the authority do to promote the work of the standards committee and standards generally to the rest of the authority (i.e. internally)?

- Dedicated standards committee pages on intranet
- Standards committee has its own newsletter / bulletin
- Standards committee issues briefing notes
- Articles in employee newsletter / bulletin
- Standards committee independent members **observe** other authority meetings
- Standards committee independent members **contribute** to other authority meetings (*a box will appear to ask for further details about what kind of contribution*)
- Other (*you will be asked for more details if selected*)

### 10) How can the public access information about your standards committee?

- Dedicated standards committee section on the authority website (*you will be asked for the website address if selected*)
- Within 'council and democracy' type section of website (*you will be asked for the website address if selected*)
- Ethical standards issues have been included in the local press / media
- Standards committee minutes, agendas, and reports are available to the public
- Leaflets and/or posters are placed in public buildings
- Places articles in the authority newsletter / bulletin / other publication
- Standards committee meetings are observed by members of the public
- Information is not available to the public
- Other (*you will be asked for more details if selected*)

### 11) What else does the authority do to promote the work of the standards committee and standards generally to the public and other partners?

Open question

## PART 2: INFLUENCE

A key factor in creating a strong ethical framework in authorities is clear ethical leadership from leaders and chief executives, setting the tone for the rest of the organisation.

Your responses to this section will help us to understand how closely your standards committee works with political and officer leadership in the authority, and the ways in which the leadership encourages strong ethical standards.

- 12) How does the standards committee communicate ethical issues to the senior figures within your authority (for example the Chief Executive and Leader of the Authority, Party Leaders)?**
- Formal meetings between standards committee members and senior figures specifically set up to discuss standards
  - Informal discussion on particular standards issues
  - Senior figure attendance at standards committee meetings
  - Monitoring Officer is a member of or attends Corporate Management Team (or equivalent) meetings
  - Executive or senior member has portfolio responsibility for standards
  - Chair (or other standards committee member) addresses full authority meeting(s)
  - Other *(you will be asked for more details if selected)*
- 13) How do the senior figures in your authority demonstrate strong ethical values?**
- Through a strongly promoted whistle-blowing policy
  - By ensuring there are references to ethics in the authority vision / objectives
  - Demonstrating appropriate behaviours
  - Senior figure(s) makes personal commitment to standards in statements to public/employees
  - Other *(you will be asked for more details if selected)*
- 14) Does your authority have a protocol for partnership working that outlines the standards of behaviour expected of all those working in partnership?**

YES/NO

**15) What mechanisms does the authority use for dealing with member/officer and/or member/member disputes?**

- Informal discussion/mediation
- Monitoring Officer mediation
- Chair of standards committee mediation
- Senior figure mediation (e.g. Chief Executive)
- Advice from Human Resources department
- Solicitor / legal adviser consulted
- Informal hearing
- No mechanisms other than normal complaints process
- Other *(you will be asked for more details if selected)*

## PART 3: TRAINING AND SUPPORT

A specific function of a standards committee is to train members on The Code of Conduct, or arrange for such training. A standards committee can also arrange training on the local standards framework. Your responses to this section will help us to form a view about what the most common topics and methods of training are so that we can share them with the rest of the standards community.

- 16) Between 1 April 2009 and 31 March 2010, has the authority assessed the training and development needs of authority members in relation to their responsibilities on standards of conduct?**

YES/NO. If yes, go to q18. If no, go to q17

- 17) If no, please give your reasons why?**

Open question. Go to q19

- 18) If yes, what needs were identified?**

- Introduction to the Code of Conduct
- Elements of the Code of Conduct
- The role and responsibilities of the standards committee
- Ethical governance/behaviour
- None

- 19) What training/support was provided during the period 1 April 2009 to 31 March 2010?**

- Introduction to the Code of Conduct
- Elements of the Code of Conduct
- Role and responsibilities of the standards committee
- Ethical governance/behaviour
- Other (You will be asked for more details if selected)
- None (go to q25)

**20) Who received training/support?**

- Standards committee chair
- Independent members
- Other standards committee members
- All authority members
- Specific authority members with particular needs (e.g. new members, planning committee members)
- Other *(you will be asked for more details if selected)*

**21) What methods were employed to give training/support?**

- Internal training (presentations/seminars/workshops)
- External trainer/speaker
- One on one training
- Joint/regional training event
- Online learning
- Guidance notes/briefing materials
- Standards for England materials
- Ethical governance toolkit
- Other *(you will be asked for more details if selected)*

**22) In which areas of the Code of Conduct has training/support been provided?**  
*(Only displayed if 'elements of the Code of Conduct' is selected at q19)*

- Respect
- Personal/Prejudicial Interests
- Use of resources
- Bullying
- Disrepute
- Predisposition, Pre-determination and bias
- Equality
- Confidentiality
- Other *(you will be asked for more details if selected)*

**23) What other training/support has been provided on areas of an authority member's role or activities they may engage in?**

- Chairing skills
- Lobbying
- Predetermination, Predisposition and bias
- Blogging and/or the use of social media
- Electioneering
- Freedom of Information (FOI)
- Other *(you will be asked for more details if selected)*
- None

**24) In general, how well attending was the training provided?**

- 75% or more of those invited
- 50-75%
- 25-50%
- 0-25%

**25) Please give a brief overview of how standards issues are covered in your induction process for new members of the authority?**

Open question

**26) In which areas of the role and responsibilities of the standards committee has training/support been provided for standards committee members? Please tick all that apply. (Only displayed if 'role and responsibilities of the standards committee' is selected at q19)**

- Initial assessments
- Other action/mediation
- Reviews
- Investigations
- Hearings
- Sanctions
- Other *(you will be asked for more details if selected)*

## PART 4: INVESTIGATIONS

**27) How many investigations have been conducted during the period 1 April 2009 – 31 March 2010?**

Enter number

If the answer is '0', go to q33 (only if your authority is parished). If you do not have parished you will have completed the questions.

If the answer is '1' or more go to q28

**28) Of the investigations completed during the period, for how many have external investigators been used?**

**NOTE: This includes employees of other authorities**

Enter number

**29) Overall, what was your principle reason for out-sourcing the investigation(s)?** (*Only appears the number given in question 28 is more than 0*)

- Impartiality
- Lack of staff resources
- To complete the investigation sooner
- Skills required
- Cost
- Other (*you will be asked for more details if selected*)

**30) What type of external investigator(s) did you use?**

- Employee of another authority
- Self-employed investigator
- Private law firm
- Other (*you will be asked for more details if selected*)

**31) For the period 1 April 2009 to 31 March 2010, what was the approximate total cost of fees paid to the external investigator(s)?**

Open question (for an amount)

- 32) Please provide a brief overview of the processes you have in place to ensure the quality of local investigations.**

Open question

## PART 5: RELATIONSHIPS WITH PARISH AND TOWN COUNCILS

(You will only be asked these questions if your authority has parishes)

We recognise the value of the vital role parish councillors play in representing their communities. Your responses to this section will help us to build a clearer picture of the level of support and communication between principle and parish/town councils.

**33) Has your authority provided training for parish councillors during the period 1 April 2009 to 31 March 2010?**

YES/NO. If yes go to q34. If no go to q37

**34) If yes, what topics did the training cover?**

- Freedom of Information (FOI)
- Confidential information
- Planning
- Lobbying
- Dual-hatted members
- The Code of Conduct generally
- Personal and prejudicial interests
- Bullying
- Other *(you will be asked for more details if selected)*

**35) What methods were employed to give training/support?**

- Internal training (presentations/seminars/workshops)
- External speakers
- One on one training
- Joint/regional event
- Guidance notes/briefing materials
- Standards for England's materials
- CALC speakers
- Part of wider parish liaison meeting

Other *(you will be asked for more details if selected)*

**36) In general, how well attended was the training for parish councillors?**

- 75% or more of those invited
- 50-75% of those invited
- 25-50%
- 0-25%

**37) Has your authority provided training for parish clerks during the period 1 April 2009 – 31 March 2010?**

YES/NO If yes got to q38. If no go to q41

**38) What topics did the training for parish clerks cover?**

- Freedom of Information (FOI)
- Working with confidential information
- Planning
- Lobbying
- Dual-hatted members
- The Code of Conduct generally
- Personal and prejudicial interests
- Bullying
- Other *(you will be asked for more details if selected)*

**39) If yes, what methods were employed to give training/support to parish clerks?**

- One on one training
- Internal training (presentations/seminars/workshops)
- External speakers
- Guidance notes/briefing materials
- Standards for England's materials
- Joint authority/regional event
- Other *(you will be asked for more details if selected)*

**40) In general, how well attended was the training for parish clerks?**

- 75% or more of those invited
- 50-75% of those invited
- 25-50%
- 0-25%

**41) Does your council have a COMPACT (a formal agreement with your county Association of Local Councils about supporting standards for parish and town councils in the area)?**

YES/NO

**42) Describe the relationship between your authority and your County Association of Local Councils in relation to standards. For example, how regularly do you interact with them? Are you involved in delivering joint training?**

Open question

**43) Standards for England and Teesside University are currently researching the role of the Parish Liaison Officer. Teesside University have created a brief questionnaire to assess the organisational background, functions and skills needed to carry out the Parish Liaison role. Does your authority have a Parish Liaison Officer?**

YES/NO/No but there is someone who fulfils the same functions

If yes or someone who fulfils the same functions go to q44. If no go to q45

**44) Does the Parish Liaison Officer (or the person who fulfils the same functions) consent for the University of Teesside to contact them to complete a brief questionnaire about their role?**

YES/NO If yes you will be asked the details below. If no go to q45.

If yes, please provide contact details (where there are multiple Parish Liaison Officers, just provide one contact):

Name:

Contact address:

Contact phone:

Email address:

- 45) What steps have you taken when dealing with parishes which have had problems with standards issues? For example, what preventative or capacity building work have you done with parishes?**

Open question

- 46) Which of the following areas would you like Standards for England to produce additional guidance on to support your work with parishes?**

- Lobbying
- Predetermination and bias
- Planning and interests
- Dual-hatted members
- Other (*you will be asked for more details if selected*)