

**Ethical Governance Light Touch Health Check****Draft Action Plan**

<b>Areas for Improvement</b>	<b>Key Actions</b>	<b>By When</b>	<b>Who is Responsible</b>
<b>1. Leadership, Behaviour and Style</b>			
(a) The profile of the Standards Committee	Meetings between Chair of Standards Committee ("Chair") and Deputy Leader to be arranged.	2007/08 on a quarterly basis	DOLD
	Meetings between Chair and Chair of Executive Scrutiny Committee to be arranged.	2007/08 on a quarterly basis	DOLD/HODS/Team Leader Democratic Services & Development
	Chair and DOLD to attend HODS (individual/separate) meetings with political Group Leaders.	2007/08 on a quarterly basis	DOLD/HODS/Team Leader Democratic Services & Development
	Chair to present the Standards Committee's Annual Report to:- <ul style="list-style-type: none"> <li>• Audit Committee</li> <li>• Cabinet</li> <li>• Full Council</li> </ul>	July/August 2007	Chair/DOLD
	Highlight key items on Standards Committee agendas both before and after meetings via e-genda link (for Members/Officers/Town & Parish Councils).	2007/08	DOLD/Team Leader Democratic Services and Development
	Chair to attend the Annual Meeting of Council.	23 May 2007	DOLD/Team Leader Democratic Services & Development
	Chair to move Standards Committee minutes at full Council meetings.	2007/08	DOLD/Team Leader Democratic Services and Development
	Pre-meetings (with Chair and Vice-Chair of the Standards Committee) to be arranged before each Committee meeting.	2007/08	DOLD/Team Leader Democratic Services and Development
Non-Councillor Members	2007/08	DOLD/Team Leader Democratic Services	

	<p>of the Standards Committee to observe standards of conduct at:-</p> <ul style="list-style-type: none"> <li>• Full Council meetings</li> <li>• Planning Committee with a view to reporting back to the next following Standards Committee meeting</li> </ul> <p>A review of community engagement activities be undertaken to assess whether and to what extent there is a standards and probity role which needs to be fulfilled.</p> <p>Visits to Town/Parish Councils by Standards Committee Members to be arranged.</p> <p>A Standards Committee Communications Strategy to be developed including information articles (eg on the new code of conduct) in KYIT and Stockton News.</p> <p>See also:-</p> <ul style="list-style-type: none"> <li>• Employees' Action Plan at 2(a), (b), 3(d), (e), (f), 5(a) and 8(a).</li> <li>• Elected and Co-opted Members Action Plan at 1(a), (b), (c) and 3(a).</li> <li>• Key Partners Action Plan at 2(a) and (b).</li> </ul> <p>Present the Monitoring Officer Annual Report to:-</p> <ul style="list-style-type: none"> <li>• Audit Committee</li> <li>• Standards Committee</li> <li>• Full Council</li> </ul> <p>A special meeting of full Council to be arranged to consider and adopt the new Code of Conduct.</p>	<p>2007/08</p> <p>2007/08</p> <p>July 2007</p> <p>July/August 2007</p> <p>2007/08</p>	<p>and Development</p> <p>HODS/Team Leader Electoral, Civic &amp; Community Engagement</p> <p>DOLD/HOLS/HODS</p> <p>DOLD/Publicity and Marketing Manager</p> <p>DOLD/Chair</p> <p>DOLD/Chair/Team</p>
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	Standards and ethics, including information about the Standards Committee to be incorporated into Employee/Management development and training programmes.	2007/08	leader Democratic Services and Development  DOLD/HOLS/Training and Organisational Development
(b) Independent Members access to Council information	The availability of intranet access through Democratic Services to be highlighted.	2007/08	Team Leader, Democratic Services and Development
(c) The relationship between the Standards Committee and the Executive	Deputy Leader to be confirmed as "Ethics Champion" in the Executive and the Deputy Leader portfolio to be amended accordingly.  See also 1(a).	June 2007	DOLD
(d) Perceptions about Officers' support to Members as a whole.	A report to be submitted to the Members' Advisory Panel regarding:-  <ul style="list-style-type: none"> <li>• Scrutiny press releases</li> <li>• responses to Member enquiries</li> </ul>		DOLD/HODS/Team Leader Scrutiny and Team Leader Democratic Services and Development
<b>2. Communication</b>			
(a) Availability and accessibility of information about standards and ethics.	Review existing information on:-  <ul style="list-style-type: none"> <li>• internet</li> <li>• intranet</li> </ul> Populate the internet and intranet with appropriate information on standards and ethics.	July 2007  August 2007	DOLD/Members and Civic Services Officer  DOLD/Members and Civic Services Officer
(b) The number of different protocols and guidance notes about gifts and hospitality (Officers and Members) (and see 5(a) also)	Review the current protocols and guidance regarding:-  <ul style="list-style-type: none"> <li>• Officers' gifts and hospitality</li> <li>• Members' gifts and hospitality</li> </ul>	August 2007	DOLD/HOLS/Team Leader Democratic Services and Development

	Revise (as appropriate) and reissue the protocols and guidance on Officers and Members gifts and hospitality.	September 2007 (following introduction of new Code of Conduct)	DOLD/HOLS/Team Leader Democratic Services and Development
	Produce a route map/flow chart.	September 2007	DOLD/HOLS/HODS/ Team Leader Democratic Services and Development

<p>(c) The numbers of different protocols and guidance about interests in contracts etc (Officers).</p> <p>(d) The dissemination of information about Officers:-</p> <ul style="list-style-type: none"> <li>• gifts and hospitality</li> <li>• interests in contracts etc</li> </ul> <p>(e) The publicity protocol relating to Select Committee press releases.</p> <p>(f) The nature of the language used in the guidance on standards and ethics.</p>	<p>Review the existing guidance and procedures relating to interests.</p>	July 2007	DOLD/HOLS/Team Leader Democratic Services and Development
	<p>Revise and reissue (as appropriate) the guidance and procedures.</p>	August 2007	DOLD/HOLS/Team Leader Democratic Services and Development
	<p>Produce a route map/flow chart</p>	August 2007	DOLD/HOLS/Team Leader Democratic Services and Development
	<p>Circulate the revised guidance and procedures.</p>	August 2007	DOLD/HOLS/Team Leader Democratic Services and Development
	<p>Issue a related Message of the Day regarding the guidance and procedures.</p>	August 2007	DOLD/HOLS/Team Leader Democratic Services and Development
	<p>Review the Select Committee publicity protocol.</p>		HODS/Team Leader Scrutiny
	<p>Review the potential for crystal marking protocols and guidance.</p>	July/August 2007	HODS/Team Leader Democratic Services and Development
	<p>Assess the potential for using the Plain English Campaign information and guides.</p>	July/August 2007	HODS/Team Leader Democratic Services and Development
<b>3. Relationships</b>			
<p>(a) The Standards Committee's relationship with other parts of the Council.</p>	<p>See actions proposed 1(a) and (c).</p>		
<p>(b) Members' understanding of Officers' roles and the Councillor/Officer relationship.</p>	<p>See actions proposed in the Elected and Co-opted Members Action Plan at 4(a).</p>		

<p>(c) Employees' (below 4th Tier) understanding of Councillor/Officer roles and relationships.</p>	<p>See actions proposed in Employees Action Plan at 5(a) and (b) and 6(a).</p>		
<p>(d) Public perception of the Planning Committee (to be tied into the improvement plan arising from the Planning Peer Review).</p>	<p>See action proposed at 1(a)</p> <p>Strengthen the Planning Committee training to take account of the Light Touch Health Check feedback and feedback from the Planning Peer Review .</p> <p>Establish procedures to ensure 100% take up of planning training by all Members who are required to attend and that such attendance is for the whole of each session.</p> <p>Provide regular mandatory refresher training sessions.</p> <p>Make appropriate training on chairing Committees available to both the Chair and Vice-Chair of the Planning Committee.</p> <p>Discuss the feedback from the Health Check and the Planning Peer Review and related Member conduct with the Chair and Vice-Chair of the Committee after the elections.</p> <p>Review pre-meeting communication and information provision arrangements to identify any areas for improvement.</p>	<p>May 2007</p> <p>May 2007</p> <p>2007/08</p> <p>May/June 2007</p> <p>June/July 2007</p> <p>May/June 2007</p>	<p>HOLS/Principal Solicitor (Planning)/Head of Planning/Team Leader Democratic Services &amp; Development</p> <p>HODS/ Team Leader Democratic Services &amp; Development</p> <p>HOLS/Principal Solicitor (Planning)/Head of Planning/ Team Leader Democratic Services &amp; Development</p> <p>HODS/ Team Leader Democratic Services &amp; Development</p> <p>Head of Planning/ HOLS/ Principal Solicitor (Planning)</p> <p>HOLS/Principal Solicitor (Planning)/Head of Planning/</p>

	Discuss the feedback from Light Touch Health Check, the Planning Peer Review and related Member conduct with all of the Planning Committee after the elections.	June/July 2007 (before the first appropriate meeting)	Head of Planning/ HOLS/ Principal Solicitor (Planning)
	Arrangements be made for all Planning Committee Members to attend each Committee meeting in advance of the publicised start time, in order to receive details of appropriate updates, supplementary information and other relevant details.	2007/08	Head of Planning/ HOLS/ Principal Solicitor (Planning)/ HODS
	As part of the Committee's training and development, arrangements be made to visit completed developments previously given permission by Members/Officers.	2007/08	Head of Planning/ HOLS/ Principal Solicitor (Planning)/ HODS
	Review process for formulating and recording reasons for refusal.	May/June 2007	HOLS/Principal Solicitor (Planning)/Head of Planning/HODS
	The Planning Committee attend one or more Planning Committees at other authorities where meeting arrangements and procedures are recognised as representing best practice, in order to see those Committees in action.	2007/08	Head of Planning/ HOLS/ Principal Solicitor (Planning)/ HODS
	A review of the Committee's scheme of delegation be undertaken with a view to any recommendations for change being submitted to the Committee, Cabinet	2007/08	Head of Planning/ HOLS/ Principal Solicitor (Planning)/ HODS

	and Council for consideration.		
	The Planning code of good practice be reviewed in light of the CLG Report on Councillor Involvement in Planning Decisions, with a view to any recommended changes being reported to the Committee, Cabinet and Council for consideration.	2007/08	Head of Planning/ HOLS/ Principal Solicitor (Planning)
<b>4. Accountability</b>			
(a) Satisfaction with the arrangements for call-in.	Research the basis and procedures for call-in in other Authorities.	July 2007	HODS/Team Leader Scrutiny
	Review the basis and procedures for Call-In at Stockton	August 2007	DOLD/HOLS/HODS/ Team Leader Scrutiny
	Report findings to MAP/Executive Scrutiny	September 2007	DOLD/HOLS/HODS/ Team Leader Scrutiny
<b>5. Management of Standards</b>			
(a) The process for receiving and recording Members' interests, including gifts and hospitality (and see 2(b) also)	Review the arrangements for receiving and recording Members' interests, including gifts and hospitality, with particular reference to:-  <ol style="list-style-type: none"> <li>1. the nature and extent of the information to be provided;</li> <li>2. the format(s) to be used when returning/ registering information; and</li> <li>3. the register or registers to be used.</li> </ol>	August 2007	DOLD/HOLS/HODS/ Team Leader Democratic Services and Development
(b) Guidance for	See actions proposed at		



Members regarding gifts and hospitality.	2(b) and 5(a).		
(c) Guidance for Officers regarding gifts and hospitality.	See actions proposed at 2(b)		
(d) The content of the Members' Gifts and Hospitality Register/returns.	Review/monitor the nature and extent of the detail of the returns being provided.	When returns are received and formally on a quarterly basis.	DOLD/HOLS/HODS/ Team Leader Democratic Services and Development
(e) The arrangements for reviewing both Officers and Members interests and gifts and hospitality registers.	Review/monitor the following registers on a quarterly basis:-  <u>Officers</u> Interests Gifts and Hospitality  <u>Members</u> Interests Gifts and Hospitality (if separate)	Quarterly	DOLD/HOLS/HODS/ Team Leader Democratic Services and Development
	Report additions/new items to the Standards Committee.	Quarterly	DOLD/HOLS/HODS/ Team Leader Democratic Services and Development
	(f) Openness and transparency regarding Members' interests and gifts and hospitality.	Consider the potential for publishing Officer and Member registers of interests and gifts and hospitality on the Council's website.	August 2007
(g) Informal arrangements for addressing concerns about Member conduct.	Discussions regarding options for informal resolution of concerns about Member conduct to continue.	As and when required during 2007/08	Political Group Leaders/DOLD/HOLS/ HODS/Team Leader Democratic Services & Development
<b>6. Team Working</b>			
(a) Training for Parish Councillors on Standards.	Provide training opportunities for Parish Councillors on standards.	2007/08	DOLD/HOLS/ Team Leader Democratic Services & Development
	Circulate information to Parish Clerks and Parish Councillors on Standards.	2007/08	DOLD/HOLS/HODS/ Team Leader Democratic Services & Development
	Signpost Parish Clerks	2007/08	DOLD/HOLS/HODS/

	and Parish Councils to information on standards on the Council's website.		Team Leader Democratic Services & Development
(b) Take-up of Member training	<p>Review the nature and extent of mandatory training.</p> <p>Monitor take-up of training by Members.</p> <p>Review the take-up and impact of the post-election induction training programme.</p> <p>Provide full induction training to Councillors elected at by-elections.</p>	<p>April 2007</p> <p>On an ongoing basis and formally on a quarterly basis, throughout 2007/08</p> <p>August 2007</p> <p>As and when required</p>	<p>HODS/HOLS/DOLD/ Team Leader Democratic Services &amp; Development</p> <p>HODS/HOLS/DOLD/ Team Leader Democratic Services &amp; Development</p> <p>HODS/HOLS/DOLD/ Team Leader Democratic Services &amp; Development</p> <p>HODS/HOLS/DOLD/ All Services/ Team Leader Democratic Services &amp; Development</p>
(c) Resources for new standards obligations.	Review the resources available to meet standards obligations when the new code of conduct is issued, and also prior to the introduction of the enhanced Standards Committee role	<p>May/June 2007</p> <p>May/June 2008</p>	<p>DOLD/HOLS/HODS/ Team Leader Democratic Services &amp; Development</p> <p>DOLD/HOLS/HODS/ Team Leader Democratic Services &amp; Development</p>

**Ethical Governance Questionnaire**

**Elected and Co-opted Members**

**Draft Action Plan**

<b>Areas for Improvement</b>	<b>Key Actions</b>	<b>By when</b>	<b>Who is Responsible</b>
<b>1. Members' 'Code of Conduct</b>			
(a) Understanding of the Code of Conduct	See (b) and (c) below		
	Report details of the outcome of the consultation on the proposed new code/the new code to:-		DOLD/HOLS
	<ul style="list-style-type: none"> <li>• Members Advisory Panel ("MAP")</li> <li>• Standards Committee</li> <li>• Audit Committee</li> <li>• Cabinet</li> <li>• Council</li> </ul>	<p>May - July 2007</p> <p>May – July 2007</p> <p>May - July 2007</p> <p>May - July 2007</p> <p>May – July 2007</p>	
	Circulate details of, and guidance about the proposed new code to all Councillors and co-opted members ("Members")	May – July 2007	DOLD/HOLS
	Signpost Members to external sources of information and guidance on the new Code of Conduct	Throughout 2007/08	DOLD/HOLS
	Provide all Members with a copy of the new Code of Conduct adopted by the Council	May – July 2007	DOLD/HOLS
	Ensure all Members sign an undertaking to abide by the Council's new code of conduct	May – July 2007	DOLD/HOLS
(b) Training regarding the Code of Conduct	Provide induction training on the Code post elections – all Members invited	10 May, 2007	DOLD/HOLS
	Deliver follow up training sessions on the Code	During the period 1 June – 1 October 2007	DOLD/HOLS

(c) Availability of advice on the Code of Conduct and conflicts of interest	Post elections circulate details of where advice on the Code can be obtained and how	31 May, 2007	DOLD/HOLS
	Circulate reminders of where to access advice	1 June, 2007 – 31 March, 2008	DOLD/HOLS
<b>2. Constitutional Framework</b>			
(a) Understanding of the constitutional framework e.g. Constitution; Terms of Reference for Cabinet etc	Provide induction training post elections – all Members invited	9 May, 2007	DOLD/Team Leader Democratic Services and Development
<b>3. Ethical Framework</b>			
(a) Understanding of the Ethical framework e.g. the Standards Board and Standards Committee roles	Circulate information about the ethical framework.	During 2007/08 on ongoing basis	DOLD/HOLS
	Signpost Members to external sources of information and guidance.	During 2007/08 on ongoing basis	DOLD/HOLS
	See also Light Touch Health Action Plan Post election induction training	9 and 10 May, 2007	DOLD/HOLS
<b>4. Member and Officer Roles</b>			
(a) Understanding of roles and responsibilities of:-  Cabinet Members  Head of Paid Services  Section 151 Officer  Monitoring Officer	Induction Training post elections	8, 9, 10 and 14 May, 2007	Corporate Management Team
	Executive Briefing	25 May, 2007	Corporate Management Team/ HODS
	Circulate information about Cabinet Members' roles and responsibilities	June, 2007	HODS/Team Leader Democratic Services and Development
	Circulate details of Statutory Officers' roles and responsibilities	June, 2007	DOLD
	Populate website with relevant details of Statutory Officers' roles and responsibilities	June, 2007	DOLD/Member and Civic Services Officer
Signpost Members to details of Statutory	June, 2007		

	Officers and their responsibilities		DOLD
(b) Members' engagement with the Scrutiny function and process			HODS/Team Leader Scrutiny

**Ethical Governance Questionnaire**

**Employees**

**Draft Action Plan**

<b>Areas for Improvement</b>	<b>Key Actions</b>	<b>By when</b>	<b>Who is Responsible</b>
<b>1. Values</b>			
(a) Awareness of general principles of conduct for Councillors	Disseminate details of the general principles	July 2007	DOLD/HOLS
	Signpost access to the general principles	July 2007	DOLD/HOLS
(b) Awareness of the Council's core purpose and values	Circulate information about the core purpose and values	April - June 2007	Corporate Management Team/ Extended Management Team/Setting the Standard
	Signpost access to the relevant details	April - June 2007	Corporate Management Team/ Extended Management Team/Setting the Standard
(c) Awareness of the Council's core management principles	Disseminate details of the principles	April - June 2007	Corporate Management Team/ Extended Management Team/Setting the Standard
	Signpost access to the relevant information	April - June 2007	Corporate Management Team/ Extended Management Team/Setting the Standard

<b>2. Standards of Conduct</b>			
(a) The availability of advice and support on standard issues	Publicise information about where advice and support can be obtained	May - June 2007	DOLD/HOLS
	Issue appropriate reminders	June 2007- March 2008	DOLD
(b) The provision of relevant training on issues relating to standards of conduct	Review existing information on the intranet and develop further guidance	July 2007	DOLD/Members & Civic Services Officer
	Circulate relevant information	May - July 2007	DOLD
	Provide training opportunities for Services/Employee Groups	2007/08	DOLD/HOLS/ Training and Organisational Development
<b>3. Codes of Conduct</b>			
(a) Awareness of the Employees' Code of Conduct	Circulate information about the Code	August 2007	DOLD/HOLS/ Human Resources
	Highlight sources of relevant information	August 2007	DOLD/HOLS/ Human Resources
(b) The provision of training relating to the Employees' Code of Conduct	Provide training opportunities for Services/ Employee Groups	2007/08	DOLD/HOLS/ Training and Organisational Development
(c) Awareness of the availability of advice on issues regarding the Employees' Code of Conduct	Publicise information about where advice and support can be obtained	August 2007	DOLD/HOLS/ Human Resources
(d) Awareness of the Members' Code of Conduct	Circulate details about the Members' Code	July - August 2007	DOLD/HOLS
	Signpost employees to information sources about the Code	July - August 2007	DOLD/HOLS
(e) The provision of training on issues relating to the Members' Code of Conduct	Provide services with training opportunities relating to the Members' Code	2007/08	DOLD/HOLS/ Training and Organisational Development

(f) Awareness of the availability of advice on issues relating to the Members' Code of Conduct	Publicise contact details for obtaining advice on the Members' Code of Conduct	June 2007	DOLD/HOLS
(g) Understanding of how to deal with conflicts of interest	Link with the training opportunities referred to at (e) above	2007/08	DOLD/HOLS/ Training and Organisational Development
<b>4. Constitutional Framework</b>			
(a) An understanding of:- <ul style="list-style-type: none"> <li>• The Constitution</li> <li>• Terms of reference for Cabinet, Executive, Scrutiny Committee</li> <li>• Select Committees</li> <li>• Officers Scheme of Delegation</li> </ul>	Signpost employees to information about the key elements of the Constitutional framework	June 2007	DOLD/HOLS
	Circulate relevant information about the Framework	August 2007	DOLD/HOLS
	Provide services with training opportunities relating to the Framework	2007/08	DOLD/HOLS/ HODS/Team Leaders for Democratic Services and Development and Scrutiny/ Training and Organisational Development
(b) Awareness of the new Scrutiny and Select Committee structure	Circulate information about the new structure		HODS/Team Leader Scrutiny
(c) Awareness of the duties and responsibilities of:- <ul style="list-style-type: none"> <li>• Executive Scrutiny Committee</li> <li>• Select Committees</li> </ul>	Circulate information about scrutiny duties and responsibilities		HODS/ Team Leader Scrutiny



<b>5. Member and Officer Roles</b>			
(a) Understanding of the roles and responsibilities of:- <ul style="list-style-type: none"> <li>• Cabinet Members</li> <li>• Head of Paid Service</li> <li>• Section 151 Officer</li> <li>• Monitoring Officer</li> </ul>	Circulate information about Cabinet Members' roles and responsibilities	June 2007	HODS/Team Leader Democratic Services and Development DOLD
	Circulate details of Statutory Officers' roles and responsibilities	June 2007	
	Populate website with relevant details of Statutory Officers and their responsibilities	June 2007	DOLD/Member and Civic Services Officer
	Signpost employees to details of Statutory Officers and their responsibilities	June 2007	DOLD
(b) Understanding of the roles and responsibilities of non-executive Members	Circulate information about non-executive Members and their roles and responsibilities	July 2007	HODS/Team Leader Democratic Services and Development and Team Leader Scrutiny
<b>6. Corporate Governance Arrangements</b>			
(a) Awareness of:- <ul style="list-style-type: none"> <li>• Procedures regarding Officers' interests in Contracts, applications etc</li> <li>• The Member/ Officer Protocol</li> </ul>	Review the procedures	July 2007	DOLD/HOLS/ Team Leader Democratic Services and Development
	Reissue and circulate the procedures (revised as appropriate or necessary)	August 2007	Team Leader Democratic Services and Development
	Publicise the protocol/ signpost employees to its availability	August 2007	DOLD

<p>(b) Awareness of:-</p> <ul style="list-style-type: none"> <li>• Statutory Forward Plan</li> <li>• Forward Planning Document</li> </ul>	<p>Circulate details of and guidance about the Plans</p> <p>Deliver service/employee group awareness raising sessions</p>	<p>July 2007</p> <p>2007/08</p>	<p>DOLD/HODS/ Team Leader Democratic Services and Development</p> <p>DOLD/HODS/ Team Leader Democratic Services and Development</p>
<p>(c) Familiarity with/understanding of:-</p> <ul style="list-style-type: none"> <li>• Internal Schemes of Officer Delegation</li> <li>• Delegated Officer decision-making and recording procedures</li> </ul>	<p>Circulate details of and guidance about the Schemes and the decision-making and recording procedure</p> <p>Deliver service/employee group awareness raising sessions</p>	<p>July 2007</p> <p>2007/08</p>	<p>DOLD/HODS/ Team Leader Democratic Services and Development</p> <p>DOLD/HODS/ Team Leader Democratic Services and Development</p>
<p><b>7. Information</b></p>			
<p>(a) Information about decision-making on the website</p>	<p>Review the website content regarding decision-making</p> <p>Populate the website with relevant information</p>	<p>July 2007</p> <p>August 2007</p>	<p>DOLD/Team Leader Democratic Services and Development/Members and Civic Services Officer</p> <p>Team Leader Democratic Services and Development/ Members and Civic Services Officer</p>

**8. Ethical Framework**

<p>(a) Awareness and understanding of:-</p> <ul style="list-style-type: none"> <li>• the new ethical framework</li> <li>• the Standards Board's role</li> <li>• the role and responsibilities of the Standards Committee</li> </ul>	<p>Circulate information about:-</p> <ul style="list-style-type: none"> <li>• the framework</li> <li>• the Board's role</li> <li>• the Committee's responsibilities</li> </ul> <p>Signpost Officers to external sources of information and guidance</p> <p>See also Light Touch Health Check Action Plan</p>	<p>During 2007/08 on an ongoing basis</p> <p>During 2007/08 on an ongoing basis</p>	<p>DOLD/HOLS/HODS</p> <p>DOLD/HOLS/HODS</p>
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## Ethical Governance Questionnaires

### Key Partners

#### Draft Action Plan

Areas for Improvement	Key Actions	By When	Who is Responsible
<b>1. Values</b>			
(a) Awareness of the Council's core purpose and values	Disseminate information about the new core purposes and values.	April - June 2007	Corporate Management Team/ Extended Management Team/Setting the Standard
	Signpost individuals/organisations to details of the new core purpose and values	April - June 2007	Corporate Management Team/ Extended Management Team/Setting the Standard
<b>2. Standards of Conduct</b>			
(a) Awareness of the Members' Code of Conduct	Circulate details of and guidance about the new Code of Conduct	May – July 2007	DOLD/
	Signpost individuals/organisations to sources of information about the new code.	May – July 2007	DOLD
(b) Awareness of the complaints process	Provide details of the complaints process.	May-July 2007	DOLD/
	Signpost individuals/organisations to relevant sources of information e.g. Standard Board website	May – July 2007	DOLD/
(c) Awareness of the Employees' Code of Conduct	Circulate details of, and guidance about the code.	May – July 2007	DOLD/
	Signpost individuals/organisations to relevant sources of information e.g. the Council's website	May – July 2007	DOLD/
(d) Awareness of the complaints process	Provide details of the complaints process	May – July 2007	DOLD

<b>3. Decision Making</b>			
<p>(a) Awareness of the role of the following in decision making:-</p> <ul style="list-style-type: none"> <li>• Full Council</li> <li>• Cabinet</li> <li>• Select Committees</li> <li>• Officers</li> </ul>	<p>Circulate details about the decision making roles of each part of the organisation.</p>	<p>May – July 2007</p>	<p>DOLD/Team Leader Democratic Services and Development/</p>
<p>(b) Information about decision making</p>	<p>Signpost individuals/organisations to relevant sources of information</p> <p>Ensure that appropriate information is readily accessible on the website</p>	<p>May – July 2007</p>	<p>DOLD/Team Leader Democratic Services and Development/.....</p> <p>DOLD/Team Leader Democratic Services and Development/ Members and Civic Services Officer</p>
<b>4. Member Roles</b>			
<p>(a) Understanding of Members' role and responsibilities when appointed to external organisations by:-</p> <ul style="list-style-type: none"> <li>• The Council</li> <li>• Other organisations/the community</li> </ul>	<p>Provide access to relevant information about Members' role and responsibilities</p> <p>Provide an initial officer contact for individuals/organisation to raise queries with</p>	<p>May – July 2007</p> <p>May - July 2007</p>	<p>DOLD/Team Leader Democratic Services and Development</p> <p>Team Leader Democratic Services and Development</p>