

Values and Ethics Sub-Committee

Agenda



Date: Monday, 30 September 2019

Time: 12.00 pm

Venue: 1P07, First Floor - City Hall, College Green, Bristol, BS1 5TR

Distribution:

Councillors: Peter Abraham, Adebola Adebayo, Peter Abraham, Clive Stevens and Harriet Clough

Copies to: Nancy Rollason (Service Manager Legal), Allison Taylor (Democratic Services Officer), Lucy Fleming (Head of Democratic Engagement) and Louise deCordova (Democratic and Scrutiny Manager)

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Date: Friday, 20 September 2019



Agenda

1. Welcome, Introductions and Apologies for Absence

2. Declarations of Interest

3. Minutes of the previous meeting

To agree as a correct record.

(Pages 3 - 6)

4. Update regarding Member Development

(Pages 7 - 14)

5. Outside Bodies - To follow



Bristol City Council Minutes of the Value and Ethics Sub Committee

26 March 2019 at 12.15pm



Members Present:-

Councillors Mead, Negus, Radford and Stevens.

Adebola Adebaya – Independent Member and Chair.

Officers in Attendance:-

Nancy Rollason – Head of Legal Services, Lucy Fleming – Head of Democratic Engagement, Nick Mimmack – Legal Services (for item 6) and Allison Taylor – Democratic Services

1. Welcome, Introductions and Safety Information.

These were made.

2. Apologies for Absence

None received.

3. Declarations of Interest

There were none.

4. Minutes of the meeting of 21 January 2019.

The minutes were agreed as a correct record and signed by the Chair.

Resolved – That the minutes of the last meeting be agreed as a correct record and signed by the Chair.

5. Review of the Member Officer Protocol.

The Head of Legal Services reported that the Monitoring Officer (MO) had reviewed the document and determined that it was not clear in places, over long and repetitive. It was therefore decided to re-write it and to seek members' views preceding this.

The following points arose from discussion:-



1. Councillor Negus informed the meeting that he had met with the previous MO back in 2016 on this matter and three sets of documents were considered. He referenced Lewisham and Leeds Councils' protocols which were considered good examples of member officer protocols;
2. The issue of confidentiality/exemption should be included in the new draft protocol;
3. Councillor Stevens accepted that the Codes of Conduct were good documents but the Member Officer Protocol should be re-written. He referenced the wording 'respect and mutual trust' and suggested that 'mutual trust' was not always apparent in his opinion. He referred to the Head of Paid Service (HoPS) reporting to the Mayor and he believed it was not possible to trust this arrangement, although he clarified the governance was the issue, rather than the individuals involved. He suggested that the HoPS should sign up to a type of Hippocratic Oath in order to provide assurance that the post holder would uphold certain standards. He also questioned what Code of Conduct the MO followed;
4. Councillor Negus asked whether Interim post holders and co-optees signed Codes of Conduct, adding that any dealings with the Council meant that you should be bound by the Council's probity. He suggested that a copy of the Member Code of Conduct should be appended to the protocol for completeness;
5. Councillor Mead believed mutual trust should be an expectation. He questioned what recourse officers had should the Mayor do something that he should not do and the impact this would have on the Council's reputation. He highlighted the issues raised in the Bundred report but believed that better systems were in place now;
6. The Head of Legal Services asked members to circulate any further detailed comments to her. A draft protocol would be circulated for comment in advance of the next meeting on 28 May. She would also endeavour to locate the three documents Councillor Negus referred to.

Resolved -

- 1. That the views of the V&E Sub-Committee as set out in the minutes and as submitted in writing offline be considered by the Monitoring Officer when re-writing the Member Officer Protocol;**
- 2. That a draft Member Officer Protocol be considered at the next meeting of the V&E Sub-Committee.**

6. Update regarding Member development.

The Head of Democratic Engagement reported that a Member development Steering Group met monthly which Councillor Stevens sat on. This Sub-Committee had oversight of the work the Steering Group were doing. The Sub-Committee noted that previously member development had not been a priority due to the four-yearly election cycle but work was now being escalated with the impending 2020 elections. The Council's aim was to attain the charter mark from South West Councils. It was noted that a comprehensive programme of member briefings took place almost weekly.

The following points arose from discussion:-

1. Councillor Negus believed that member briefings were not the best format for training. From his experience the flow of a briefing was interrupted by questions and suggested that there should be a standard format where questions were reserved until the end;
2. Councillor Stevens suggested that there should be training in how the Head of Paid Service fitted into the Council;
3. Councillor Radford asked whether it was possible to skype into briefings as it was not always convenient to attend. She also suggested that consideration be given to the way briefings were



scheduled ie. perhaps a separate diary from all civic matters. The Head of Democratic Engagement agreed that both matters would be given further consideration;

4. Councillor Stevens suggested that the LGA could perhaps facilitate across the board issues training.

Resolved – That the comments of the V&E Sub-Committee as set out in the minutes be considered as part of the member development programme.

7. Guidance for Councillors regarding confidential/Exempt Information.

Nick Mimmack – Legal Services was in attendance for this item. He reported that comments received would be incorporated into draft guidance. Managed access would continue on a case by case basis and members could make representations to the Monitoring Officer if they believed that information should not be exempt. The Sub-Committee noted that Appendix B of the report would be published on the website after the meeting.

The following points arose from discussion:-

1. Councillor Negus referred to, in his view, the often used term ‘need to know’. He believed that having signed the Non-Disclosure Agreement every four years all Councillors had a need to know irrespective of whether they were a member of Committee or not. He did not support the redaction of reports to the point that they were made meaningless for public comprehension. Reports should be clear on what was not public and this information should be in the format of an exempt appendix to an open report. He added that a big concern was where information was being withheld not because it was commercial but because it was reputational. Officers should be relied upon to determine any infringement of the exemption guidance;
2. Councillor Stevens agreed adding that this was one of the reasons there was a lack of mutual trust.

Resolved – That the comments of the Sub-Committee as set out in the minutes be considered as part of the draft guidance.

8. Chair’s Business.

The Chair invited Councillor Stevens to speak on a matter he had requested to be raised. He reported that he had resigned from the Board of the Port of Bristol as it conflicted with BCC’s member Code of Conduct. Councillor Radford declared that her husband worked for Bristol Port so she would not take part in the discussion. The Head of Legal Services agreed to examine the matter and bring a report back to a future meeting.

The Chair allowed Councillor Negus to speak on two matters as follows:-

1. Councillor Negus invited a future discussion on the post of Head of Paid Service. He understood it to be very different from the previous Chief Executive role and wished to understand its relationship with the Mayor;
2. He raised an issue regarding the Mayor’s Office politicising replies to members’ questions at Full Council and that this crossed the line. He asked that this be examined. The Head of Legal Services

responded that this could be examined in terms of policies and procedures in the wider context. She agreed to give the matter some consideration and report back to the Committee.

Resolved – That the Head of Legal Services report back to a future meeting on:-

- i) The possible conflict of interest with the member Code of Conduct and the Bristol Port Board;**
- ii) Policies and procedures relating to responses from the Mayor's Office from Member Forum Questions at Full Council.**

Meeting finished at 1.20pm

CHAIR _____



Values and Ethics Sub Committee

30th September 2019



Report of: Service Director Legal & Democratic Services (Monitoring Officer)

Title: Update Regarding Member Development

Ward: Citywide

Officer presenting report: Lucy Fleming, Head of Democratic Engagement

Recommendation:-

That the Committee considers and comments on the update regarding Member Development.

Summary

The report sets out the draft Member Induction Programme for the cohort of Members who will begin a new term of office following the 2020 elections, as well as the ongoing activity for the 19/20 Municipal Year.



Policy

1. Responsibility for Member Development sits with the Member Development Steering Group but it's been agreed that the Values and Ethics Sub Committee of the Audit Committee will retain a watching brief. Membership of the Member Development Steering Group can be found at Appendix A.
2. The City Council is committed to supporting Members with their development to ensure they have the necessary training to discharge their democratic duties.

Consultation

Internal

3. Member Development Steering Group

External

4. Not applicable.

Context

5. The Member Development Steering group has been planning the induction programme for the intake of Councillors that will begin a new term of office for 4 years from May 2020. This is in line with best practice, and accreditation from South West Councils will be sought through their Member Development Charter Scheme. The draft induction programme can be found at Appendix B, which sets out the key areas to be covered, but it will continue to be refined by the Member Development Steering Group before implementation in 2020. Further updates will be brought to the Values and Ethics Sub Committee in due course.
6. The Member Development Steering Group have authorised the recruitment of a Member Development Officer for 12 months to deliver the induction programme. Funding will be taken from the existing Member Development budget.
7. For the 19/20 Municipal Year, an ongoing programme of Member briefings, training and support is taking place. Below is a summary of the events for 19/20 that have been scheduled to date;
 - Waste and Street Scene Briefing - 8th May 19
 - First Aid Mental Health Training – 20th May 19
 - WECA Briefing – 19th July 19
 - Waste and Clean Streets Briefing – 14th August 19
 - Temple Quarter Masterplan Briefing – 28th and 29th August 19
 - Meet the Senior Leadership Team Event – 10th September 19
 - Libraries Briefing – 3rd October 19
 - Governance Briefing – 16th and 17th October 19
 - IT Drop In Session – before each Full Council meeting

Other Options Considered

8. None necessary.

Risk Assessment

9. Not applicable.

Legal and Resource Implications

Legal implications:

10. Not applicable.

Financial:

(a) Revenue

11. The Member Development budget includes £50,170 for training expenses. Some of this funding will be used for provision of a Member Development Officer (12 month secondment) totalling £27,905 (plus on costs). The remaining funding will be used to deliver the Member Induction Programme.

(b) Capital

12. Not applicable.

Land/Property:

12. Not applicable.

Human Resources:

13. Not applicable.

Appendices:

A – Membership of the Member Development Steering Group

B – Draft 2020 Member Induction Programme

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers: None

Appendix A – Member Development Steering Group Membership

- Councillor Nicola Bowden-Jones
- Councillor Tony Carey
- Councillor Harriet Clough
- Councillor Martin Fodor
- Councillor Margaret Hickman
- Councillor Helen Holland
- Councillor Tim Kent
- Councillor Clive Stevens

Appendix B – Draft Member Induction Programme for 2020

Ref.	Topic
1	Councillor Swearing In
2	Mayor Swearing In
3	Tour of the city
4	<p>Day 1 Essentials</p> <ul style="list-style-type: none"> • ID badges and official photographs • Pay roll • Declarations of interest • New Councillor Induction and Refresher Programme briefing • IT (including potential handover) • Introductions to support staff • WPS Induction to City Hall • DBS Checks
5	<p>The Constitution</p> <p>An overview of Governance and decision making, how decisions are made, who makes them and what the Councillors role is:</p> <ul style="list-style-type: none"> • Council structure • The Mayor and Cabinet • Full Council – including motions and use of the Chamber (potential stand alone session) • Scrutiny • The Lord Mayor • Regulatory Committees • Health and Well Being Board • WECA • Outside bodies • Other Committees • CIL Committees • Code of Conduct • One City? • Role of Officers • Officer/member protocol • Partnership organisations
6	<p>Members' ICT</p> <ul style="list-style-type: none"> • I Pads, Office 365 and Modern.gov etc
8	<p>Information Security and Governance</p> <ul style="list-style-type: none"> • Freedom of Information • GDPR • Fraud prevention

Ref.	Topic
9	Meet the Senior Leadership Team (if not part of swearing in)
10	Development Control Training (Planning Committee)
11	Introduction to Licensing Committee
12	Introduction to PSP Committee
13	Introduction to Public Rights of Way and Greens Committee
14	Scrutiny <ul style="list-style-type: none"> • Policy development • Holding to account • Questioning techniques • Call Ins
15	Introduction to Audit Committee and Values and Ethics Sub Committee
16	Members Employee Appeals Training (Dismissals)
17	Safeguarding – A Councillors’ Role and Responsibilities
18	Corporate Parenting – A Councillors Role and Responsibilities
19	Plans and Performance <ul style="list-style-type: none"> • MTFP/Corporate Plan • Business Plans • Performance • Corporate Values
20	Peer to Peer Learning <ul style="list-style-type: none"> • Practical tips on being a Bristol Councillor including expectations, responsibilities and where to go for help
21	Casework management
22	The current schools landscape <ul style="list-style-type: none"> • The role of LA and Governors – a briefing for Councillors
23	Housing Advice and Guidance
24	Health and Safety Briefing for councillors <ul style="list-style-type: none"> • BCC responsibility for Health and Safety – a Councillor’s role • Guidance on staying safe/lone working • Lone working • Personal Safety

Ref.	Topic
	<ul style="list-style-type: none"> • Personal resilience?
25	<p>Personal Effectiveness</p> <ul style="list-style-type: none"> • Time/diary Management • Email management • Assertiveness • Prioritising • Speed Reading • Stress Management
26	Media training
27	Chairing skills
28	Mental health
29	<p>An Introduction to Local Government Finance</p> <ul style="list-style-type: none"> • How local authorities are funded • How money is spent • The budget process • Council's resources and how funding is spent.
30	<p>Finding about your Ward</p> <ul style="list-style-type: none"> • Introduction to using online maps and other applications to find information and intelligence about Councillor's wards, including 2011 Census results
31	HR Committee Training (and Selection Committee)
32	<p>Equalities and Diversity</p> <ul style="list-style-type: none"> • Equality and Diversity – Rights and Responsibilities • Cultural Sensitivity • Unconscious Bias • Inclusive Leadership • Managing Diversity • Bristol specifics – population, challenges, Equalities Charter etc.
33	<p>Communication skills</p> <ul style="list-style-type: none"> • Public Speaking and Speech Making • Influencing and negotiation skills • Dealing with Conflict • Effective Meetings and Chairing Skills • Networking Skills
34	<p>Mandatory Training</p> <p>Councillors will need to complete a range of Bristol City Council's mandatory training courses including;</p>

Ref.	Topic
	GDRP Regulations, Fraud Prevention and Information Security.
35	Induction pack; A comprehensive induction pack including all relevant information will also be provided.