

GUIDANCE FOR MEMBERS AND OFFICERS ON OUTSIDE BODIES

To: **Constitution and Ethics Committee**

Meeting Date: **27th September 2018**

From: **Acting Monitoring Officer**

Purpose: **To consider the draft guidance, amend if necessary and recommend to Full Council if considered appropriate**

Recommendation: **a) To consider and note the draft guidance for members and officers and propose amendments as necessary**

b) To decide whether it should be issued once agreed by the committee or if it should go to Full Council for ratification

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1. BACKGROUND

- 1.1 This guidance has been drafted as part of the Council's consideration of actions flowing from the investigation into complaints involving the community transport organisations FACT, HACT & ESACT. The Audit & Accounts Committee agreed that the council's officer code of conduct should be reviewed to ensure correct declarations of interests in relation to outside bodies.
- 1.2 The action plan agreed by the Audit & Accounts Committee at the meeting on 31st July 2018 states that Council "accepts that its processes and advice for employees and Cllrs regarding potential conflicts of interest could be improved". No current guidance is in place regarding this issue.
- 1.3 The actions agreed (action point 50) were that:
 - "The Code of Conduct for Employees shall be reviewed to ensure it is sufficiently explicit that any CCC role represents the Council and any other role that may conflict with the Council must be disclosed either annually or as and when an incident provokes a potential conflict"
 - "Cllrs will be invited annually to discuss their roles (both CCC and other) to be provided with advice from the Monitoring Officer and ensure their formal declaration of interests is up to date."

2. MAIN ISSUES

- 2.1 The council's acting Monitoring Officer has reviewed the council's officer code of conduct and considers that its section on "declaring relevant interests" is sufficient. It advises officers on potential conflicts of interest, giving examples such as "involvement with clubs and societies that we work with or fund"; "involvement with organisations that provide similar services to the Council"; and "Directorships including with companies that are involved with or funded by the council". It advises offices to declare any such interests, discuss them with their line manager and agree how any conflicts can be avoided.
- 2.2 However as there is currently no guidance in place for either members or officers who are appointed onto outside bodies this guidance note (Appendix 1) has been prepared to offer more detailed information and help.
- 2.3 Due to the high profile nature of the community transport investigation and the need to ensure all members of council are aware of the guidance the Committee is asked to consider whether the guidance should be ratified by Full Council, once agreed by the committee, as part of Full Council's remit is to appoint representatives to outside bodies. Alternatively it could be issued to all members by the Chief Executive & Acting Monitoring Officer and included in new members and officers induction packs.

SOURCE DOCUMENTS GUIDANCE

It is a legal requirement for the following box to be completed by the report author.

Source Documents	Location
None	