



STANDARDS COMMITTEE

AGENDA

Date: Wednesday, 13th March, 2019

Time: 7.00 pm

Venue: Guildhall

STANDARDS COMMITTEE

Information for Members of the Public

Access to the Guildhall is via the front entrance in the High Street. The nearest car park is Copenhagen Street (pay and display). If you are a wheelchair user or have restricted mobility, access to the Guildhall can be gained either through the door on the right side of the forecourt as you face the Guildhall, or through the sliding doors at the rear of the Guildhall. There is dedicated disabled parking space at the rear (access via Copenhagen Street). Most meetings are held on the ground floor, which can be reached by using a lift. If you are a wheelchair user or have restricted mobility and you wish to attend a meeting, please telephone or email the officer mentioned below in advance and we will make any necessary arrangements to assist your visit.

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this part of the Agenda as well as background documents used in the preparation of these reports. Details of the background papers appear at the foot of each report. Part II of the Agenda (if applicable) deals with items of 'Exempt Information' for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Please note that this is a public meeting and members of the public and press are permitted to report on the proceedings. "Reporting" includes filming, photographing, making an audio recording and providing commentary on proceedings. Any communicative method can be used to report on the proceedings, including the internet, to publish, post or share the proceedings. Accordingly, the attendance of members of the public at this meeting may be recorded and broadcast. By choosing to attend this public meeting you are deemed to have given your consent to being filmed or recorded and for any footage to be broadcast or published.

Please note the Council audio records and live streams many of its meetings. These recordings are published on the relevant meeting pages of the Council's website. A notice to this effect will be posted in the meeting room. If a member of the public chooses to speak at a meeting of the City Council he/she will be deemed to have given their consent to being recorded and audio being published live to the Council's website. The Chairman of the meeting, can at their discretion, terminate or suspend recording, if in their opinion, continuing to do so would prejudice the proceedings of the meeting or if they consider that continued recording might infringe the rights of any individual, or breach any statutory provision.

At the start of the meeting under the item 'Public Participation' up to fifteen minutes in total is allowed for members of the public to present a petition, ask a question or comment on any matter on the Agenda. **Participants need to indicate that they wish to speak by 4.30 p.m. on the last working day before the meeting by writing, telephoning or E-Mailing the officer mentioned below.**

If you have any queries about this Agenda or require any details of background papers, or to discuss arrangements for the taking of photographs, film, video or sound recording please contact **Julian Pugh, Democratic Services Administrator, Democratic Services, Guildhall, Worcester WR1 2EY. Telephone: 01905 722027 (direct line); E-Mail Address: committeeadministration@worcester.gov.uk**

This agenda can be made available in large print, braille, on PC disk, tape or in a number of ethnic minority languages. Please contact the above named officer for further information.

Agendas and minutes relating to all City Council Committees and Council Meetings are also available electronically, click on the option "Committee Minutes and Documents", Website Address: worcester.gov.uk

**Standards Committee
Wednesday, 13 March 2019**

Members of the Committee:-

Chairman: Councillor Jo Hodges (L)

Vice-Chairman:

Mrs Pam Clayton

Mrs. Valarie A. Barrall

Councillor Gareth Jones (C)

Mr Roger Knight

Councillor Matthew Lamb (L)

Mrs Dawn Merriman

Mr Raymond Needham JP

Councillor Andrew Roberts (C)

Councillor George Squires (L)

Councillor James Stanley (C)

C = Conservative

G = Green

L = Labour

LCo = Labour and Co-operative

LD = Liberal Democrat

The Committee is composed of six Councillors, one Independent Member and two Members from each of the Parish Councils within the City

AGENDA

Part 1

(ITEMS FOR DISCUSSION AND DECISION IN PUBLIC)

1. **Appointment of Substitutes**

2. **Declarations of Interest**

To receive any declarations of interest.

3. **Public Participation**

Up to a total of fifteen minutes can be allowed, each speaker being allocated a maximum of five minutes, for members of the public to present a petition, ask a question, or comment on any matter on the Agenda or within the remit of the Committee.

4. **Minutes**

Page(s): 1 - 2

Of the meeting held on 14th November 2018 to be approved and signed.

5. **Reporting Back on Outside Bodies**

Page(s): 3 - 8

Ward(s): All Wards

Contact Officer: Claire Chaplin,
Democratic and
Civic Services
Manager
Tel: 01905
722005

That the Committee consider the procedure relating to Members reporting on their activities with outside bodies, as set out in this report.

- | | |
|---|--|
| <p>6. Complaints Made Under the Code of Conduct
 Page(s): 9 - 24
 Ward(s): All Wards
 Contact Officer: Sian Stroud,
 Deputy Director -
 Governance
 Tel: 01905
 722017</p> | <ol style="list-style-type: none"> 1. That the Committee note the report; and 2. That the Committee recommend the Council to amend the Code of Conduct, as set out in paragraph 3.1. |
| <p>7. Reports of the Local Government and Social Care Ombudsman
 Page(s): 25 - 26
 Ward(s): All Wards
 Contact Officer: Joanna Payne,
 Corporate Policy
 and Strategy
 Officer
 Tel: 01905
 722407</p> | <p>That the Committee notes that, in the period since the last report, there have been no complaints against the Council which have received a formal report, an upheld decision or where maladministration has been identified by the Local Government and Social Care Ombudsman.</p> |
| <p>8. Registers of Members' and Officers' Gifts and Hospitality and Register of Interests</p> | <p>To review the registers of Members' and Officers' gifts and hospitality and register of interests. The registers will be available for inspection from 6.30p.m. onwards, so that Members can have the opportunity to review them either before or at the meeting.</p> |
| <p>9. Any Other Business</p> | <p>Which in the opinion of the Chairman is of sufficient urgency as to warrant consideration.</p> |

STANDARDS COMMITTEE**14th November 2018****Present:** Councillor Hodges in the ChairCouncillors Jones (Vice-Chairman), Lamb,
Roberts, G. Squires and Stanley**Also in Attendance:**Mrs D. Merriman, Warndon Parish Council
Mr R. Needham JP, Co-opted Member**Officers:** Maria Memoli, Interim Deputy Director –
Governance and Interim Monitoring
Officer**Apologies:** Mr R. Knight, St. Peter's Parish Council and
Mrs V. Barrall, Warndon Parish Council**11 Appointment of Substitutes**

None.

12 Declarations of Interest

None.

13 Public Participation

None.

14 Minutes**RESOLVED:** That the minutes of the meeting held on 5th September 2018 be approved as a correct record and signed by the Chairman.**15 Complaints Made Under the Members' Code of Conduct**

The Committee were advised by the Chairman that two complaints had been received since the publication of the agenda. In accordance with the Complaints Procedure these would be initially considered by the Interim Monitoring Officer and an Independent Person.

RESOLVED: That the Committee note the report.**16 Registers of Members' and Officers' Gifts and Hospitality and Register of Interests**

The Committee were given the opportunity to review the registers of Members' and Officers' gifts and hospitality and register of interests.

17 Any Other Business

None.

18 Item Involving the Disclosure of Exempt Information

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of information as defined in Schedule 12A of the said Act.

19 Reports of the Local Government Ombudsman

The Committee were advised of an upheld complaint by the Local Government Ombudsman. The Interim Monitoring Officer advised that the final decision statement had not yet been published by the Ombudsman on their website. The Ombudsman had therefore requested that the report be considered by the Committee in private.

The Interim Monitoring Officer explained that the Ombudsman found that whilst there had been maladministration, no injustice occurred as a result.

The Committee noted the content of the report and the Ombudsman's final decision statement.

Duration of the meeting: 7.00p.m. – 7.08p.m.

Chairman at the meeting on
13th March 2019



Report to: Standards Committee, 13th March 2019

Report of: Monitoring Officer

Subject: REPORTING BACK ON OUTSIDE BODIES

1. Recommendation

1.1 That the Committee consider the procedure relating to Members reporting on their activities with outside bodies, as set out in this report.

2. Background

- 2.1 In November 2017, the Committee agree to adopt Guidance for Members on Outside Bodies.
- 2.2 Reporting back by representatives on outside bodies has been identified as an item for further consideration, with a view to establishing a standard process.
- 2.3 The range of appointments varies in terms of the demands of the role and the expectations of the Council's representatives. Members can be appointed to roles as company directors, trustees, and as members of a management committee. Roles may require the representative to be a source of information and advice to the bodies concerned, to act as a decision maker, or to be an observer or to act as a link to the Council. Some bodies will have a greater impact on the Council's City Plan others.
- 2.4 The agreed Guidance advises that Members should report back to their Group Leader or relevant Officer on activities of the body, either periodically or after a particular meeting. However, at present there is no formal mechanism for representatives to report back to all Members on their work on outside bodies.
- 2.5 There is no one single approach for reporting back - local authorities have different ways of dealing with this. Some examples include:
- Production of an annual written report on the activity of all outside bodies which is available to all Councillors.
 - A standing item on each Committee agenda to enable representatives of outside bodies to report back on any significant issues relating to that body which need to be drawn to the attention of the Committee.
 - Reporting back through regular briefings issued by representatives to all Councillors.
 - Completing a proforma report which is circulated for information to all Councillors. This could be an annual pro-forma or could be completed after each meeting that the representative attends.

- Some authorities categorise the outside bodies to which they appoint, for example according to their impact on the Council's City Plan, and have different reporting requirements depending on the category in which the particular outside body has been placed.

3. Preferred Option

- 3.1 As the Council's appointments process is made at the start of the Municipal Year, it is proposed that representatives complete a proforma report annually. It is suggested that this be done in March or April, as the information will then assist Group Leaders in determining nominations for the forthcoming year. A suggested template for this is attached (**Appendix 1**). Appointees are asked to provide a brief summary of the discussions or decisions taken over the last 12 months and a summary of key issues or decisions anticipated over the next 12 months for each outside body.
- 3.2 Clearly some outside bodies have a more significant impact on the Council's resources and policy priorities than others. Therefore it is likely that some reports will require more detail than others.
- 3.3 Where the Council has more than one representative on a body a single agreed report could be made.
- 3.4 It is suggested that these proforma reports, once completed, be returned to Committee Services and then uploaded onto the Members Website. All Members can then access and view them. A summary of reports received can be provided via the Members' Weekly Information Items bulletin.
- 3.5 This annual process would supplement the current agreed Guidance. Therefore if any significant matters arise during the course of the year, representatives should continue to report back to their Group Leader or relevant Officer, as appropriate.

4. Alternative Options Considered

- 4.1 Reporting back to a particular Committee - Outside bodies are not categorised or aligned to a particular Committee. Furthermore, trustees and directors owe duties in law to the body to which they are appointed. Representatives may be bound by obligations of confidentiality to the outside body which means that some aspects of the body's business may not be appropriate for inclusion in a Committee report.
- 4.2 Annual Report – The Council appoints to over 60 outside bodies, therefore compiling information in the shape of a single annual report is likely to be overly bureaucratic and cumbersome.
- 4.3 Information Briefings – This approach would be similar to the preferred option described above. However, reporting back at a particular time of the year using a proforma, rather than producing ad-hoc briefing papers, will help to establish a consistent approach that all Members can adopt. Completion of an annual proforma will allow the Group Leaders to evaluate the value of appointments and make changes if necessary.

5. Implications

5.1 Financial and Budgetary Implications
None.

5.2 Legal and Governance Implications
The Council is not required to have in place arrangements for Members to submit annual reports on their activities as representatives or to require such reports to be completed. However it is considered to be good practice as a mechanism to inform all Members.

5.3 Risk Implications
None.

5.4 Corporate/Policy Implications
Given the community leadership role of local authorities and the increasing need to work in partnership with other bodies, formalising a reporting back process would support this approach.

5.5 Equality Implications
None.

5.6 Human Resources Implications
None.

5.7 Health and Safety Implications
None.

5.8 Social, Environmental and Economic Implications
None.

Ward(s): All
Contact Officer: Claire Chaplin - Tel: 01905 722005, Email: **claire.chaplin@worcester.gov.uk (in bold)**
Background Papers: **Worcester City Council Guidance for members on Outside Bodies**

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**ANNUAL REPORT BY REPRESENTATIVES APPOINTED
TO OUTSIDE BODIES**

1. NAME OF ORGANISATION

2. NAME(s) OF COUNCIL'S REPRESENTATIVE(s)

3. PLEASE STATE BRIEFLY THE PURPOSE OF YOUR ROLE

**4. PLEASE GIVE A BRIEF SUMMARY OF DISCUSSIONS OR DECISIONS
UNDERTAKEN BY THE ORGANISATION IN THE LAST 12 MONTHS**

5. PLEASE HIGHLIGHT ANY KEY DECISIONS TO BE CONSIDERED BY THE OUTSIDE BODY OVER THE NEXT 12 MONTHS WHICH MIGHT IMPACT ON THE COUNCIL

6. ANY OTHER MATTERS THAT YOU WISH TO RAISE AS PART OF YOUR REPORT

Name.....

Date.....

Once completed, please return your form to:

committeeadministration@worchester.gov.uk



Report to: Standards Committee, 13th March 2019

Report of: Monitoring Officer

Subject: COMPLAINTS MADE UNDER THE MEMBERS' CODE OF CONDUCT

1. Recommendation

1.1 That the Committee note the report; and

1.2 That the Committee recommend the Council to amend the Code of Conduct, as set out in paragraph 3.1.

2. Background

2.1 Since the last meeting of the Committee one formal complaint was received. After consulting with the Independent Person, the Interim Monitoring Officer decided to take no further action. However as a result, the Interim Monitoring Officer, again, after consulting the Independent Person, proposed that the policy on Members' use of Council Resources should be amended to make one clarification, as explained below at paragraph 3.1.

2.2 A further "informal" complaint was made against another Member. The Monitoring Officer spoke to the Member concerned but no formal action was taken.

2.3 Another complaint was made by a Member concerning an administrative procedure rather than the Code of Conduct. The Monitoring Officer, in consultation with the Independent Person decided the complaint did not fall within the remit of the Code of Conduct for Members.

3. Preferred Option

3.1 It is proposed to amend the Code of Conduct to include a new sub clause referring specifically to the Guidance issued for Members on the use of Council Stationery. This would be a new sub clause 6(b) (iii) and read: "act in accordance with any guidance for Members issued by the Monitoring Officer on the use of Council stationery."

3.2 A copy of the Code of Conduct is attached (**Appendix 1**).

3.3 If the proposed amendment is approved by the Committee, a report on the amended Policy will be presented to full Council to adopt on the 26th March 2019.

4. Alternative Options Considered

4.1 Both the Monitoring Officer and the Independent Person consider this to be the most appropriate action to take, having considered the complaint referred to in paragraph 2.1 above.

5. Implications

5.1 Financial and Budgetary Implications

None arising from this report.

5.2 Legal and Governance Implications

It is the role of the Committee to advise the City Council and its Parish Councils on the adoption and amendment of local Codes of Conduct for Councillors, protocols for member officer relations. The Code of Conduct forms part of the Constitution. Making changes to the Constitution is a function of the full Council.

5.3 Risk Implications

None arising from this report.

5.4 Corporate/Policy Implications

None arising from this report.

5.5 Equality Implications

None arising from this report.

5.6 Human Resources Implications

None arising from this report.

5.7 Health and Safety Implications

None arising from this report.

5.8 Social, Environmental and Economic Implications

None arising from this report.

Ward(s): All
Contact Officer: Sian Stroud, tel: 01905 722019, Email: sian.stroud@worcester.gov.uk
Background Papers: None



WORCESTER CITY COUNCIL

CODE OF CONDUCT FOR MEMBERS

Adopted by Council: 26th June 2012

Worcester City Council

Code of Conduct for Members

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TEN PRINCIPLES OF PUBLIC LIFE

SELFLESSNESS

Members and other Holders of Public Office should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

HONESTY AND INTEGRITY

Members and other Holders of Public Office should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

OBJECTIVITY

Members and other Holders of Public Office should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

ACCOUNTABILITY

Members and other Holders of Public Office should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

OPENNESS

Members and other Holders of Public Office should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

PERSONAL JUDGEMENT

Members and other Holders of Public Office may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

RESPECT FOR OTHERS

Members and other Holders of Public Office should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees.

DUTY TO UPHOLD THE LAW

Members and other Holders of Public Office should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

STEWARDSHIP

Members and other Holders of Public Office should do whatever they are able to do to ensure that their authorities use their resources prudently, and in accordance with the law.

LEADERSHIP

Members and other Holders of Public Office should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

As defined in the Nolan Report on Conduct in Public Life

WORCESTER CITY COUNCIL

CODE OF CONDUCT

Part 1

General provisions

Introduction and interpretation

1. (1) This Code applies to **you** as a member or co-opted member of Worcester City Council.
- (2) You should read this Code together with the Ten Principles of Public Life (also known as the Nolan Principles).
- (3) Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life you should not be prohibited from participating in a decision in your political role as Member.
- (4) It is your responsibility to comply with the provisions of this Code.
- (5) In this Code—
"meeting" means any meeting of
 - (a) the authority;
 - (b) any of the authority's sub-committees, joint committees, joint sub-committees, or area committees;
 - (c) the executive (Cabinet) of the authority or its committees.

"Monitoring Officer" means the Monitoring Officer for the principal council which is Worcester City Council.

Attached as **Appendix 2** to this Code is a Glossary of relevant Terms.

Scope

2. (1) This Code applies to you as a member of this authority when you act in your role as a Member, or as a representative of this authority in the circumstances described in paragraph 2(b) below.
- (2) Where you act as a representative of the authority:-
 - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with the authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3. (1) You must treat others with respect.
- (2) You must not:-
 - (a) do anything which may cause your authority to breach any of the equality enactments;
 - (b) bully any person;
 - (d) intimidate or attempt to intimidate any person who is or is likely to be:-
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a member (including yourself) has failed to comply with the authority's Code of Conduct;
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the authority.

4. You must not:-

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:-
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:-
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
- (b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute

6. You:-

- (a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
- (b) must, when using or authorising the use by others of the resources of, or under the control of, the authority:-
 - (i) act in accordance with the authority's reasonable requirements;
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity.

- 7.** You must:-
 - (a) when reaching decisions on any matter have regard to any relevant advice provided to you by the authority's officers and in particular by the authority's Monitoring Officer and Section 151 Officer; and
 - (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the authority

- 8.** You must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

Part 2

Interests

Disclosable Pecuniary Interests (DPI)

- 9.** (1) You will have a "DPI" under this Code if:-
- (a) such interest meets the definition prescribed by regulations as amended from time to time and set out in **Appendix 1** to this Code; and
 - (b) it is either an interest of yourself; or it is an interest of:-
 - (i) your spouse or civil partner; or
 - (ii) a person with whom you are living as husband and wife: or
 - (iii) a person with whom you are living as if you were civil partners;
- and you are aware that the other person has the interest.

Registration of DPIs

- 10.** (1) You must within 28 days of becoming a Member of the authority or being re-elected notify the Monitoring Officer in writing of any DPI which you hold at the time notification is given.
- (2) You must within 28 days of becoming aware of any new DPI or changes to existing DPI's notify the Monitoring Officer in writing.

Other Disclosable Interests

- 11.** (1) You will have a Disclosable Interest in any matter if you or a member of your family or person or organisation with whom you are associated have:-
- (a) a pecuniary interest in the matter under discussion which is not de minimis; or
 - (b) a close connection with the matter under discussion
- (2) If you are a member of another local authority, or public body, or you have been appointed as the Council's representative on an outside body, you do not have a Disclosable Interest unless a member of the public knowing the circumstances would reasonably regard membership of the body concerned as being likely to prejudice your judgment of what is in the public interest.

Disclosure of Interests

12 (1) DPIs: formal meetings

If you are present at a meeting of the Council and you have a DPI then you must:-

- (a) Disclose the nature and existence of the interest; and
- (b) Leave the meeting (including the meeting room and public gallery) and take no part in the discussion; and
- (c) If the interest has not already been recorded notify the Monitoring Officer of the interest within 28 days beginning with the date of the meeting.

(2) DPIs: informal meetings

If you have a DPI you must not participate in informal meetings/briefings and site visits and must disclose the DPI in any correspondence with the Council.

(3) Single Member Decisions

If when participating in single member decision making you have a DPI affecting the matter being decided then you may take no steps other than asking for the matter to be decided under alternative arrangements.

(4) Other Disclosable Interests

If you are present at a meeting of the Council and you have an Other Disclosable Interest then you must:-

- (a) Disclose the nature and existence of the interest; and
- (b) If the interest;
 - (i) affects your pecuniary interests or relates to the determination of a planning or regulatory matter; and
 - (ii) is one which a member of the public knowing the circumstances would reasonably regard as being likely to prejudice your judgment of what is in the public interest leave the meeting (including the meeting room and public gallery) and take no part in the discussion.

(5) Dispensations

You may take part in the discussion of and vote on a matter in respect of which you have been granted a dispensation.

Sensitive Information

- 13.** (1) An interest will be a sensitive interest if the two following conditions apply:-
- (a) that you have an interest (whether or not a DPI); and
 - (b) the nature of the interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you or a person connected to you being subject to violence or intimidation.
- (2) Where it is decided that an interest is a "sensitive interest" it will be excluded from the published versions of the register. The Monitoring Officer may state on the register that the member has an interest the details of which are excluded under this section.
- (3) Where the sensitive interest is a DPI the usual rules relating to disclosure of that interest will apply save that the member will not be required to disclose the nature of the interest but merely the fact that they hold a DPI in the matter concerned.

APPENDIX 1The Localism Act Definition of Disclosable Pecuniary Interests (DPI) Regulations

The pecuniary interests which are specified for the purposes of Chapter 7 of Part 1 of the Act are the interests specified below.

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority – (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land, which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.

Securities

Any beneficial interest in securities of a body where-

(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and
(b) either –

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Appendix 2

Glossary of Terms

- **“Member of your family”** this should be given a very wide meaning and include a partner, a parent, a parent in law, a son or daughter, a step-son or daughter, child of a partner, a brother or sister, a brother or sister of your partner, grandparent, grandchild, an uncle or aunt, a nephew or niece and a partner to any of these people. A partner includes someone you are married to, your civil partner, or someone you live with in a similar capacity.
- **“Person with whom you have a close association”** this is someone that you are either in regular or irregular contact with over a period of time who is more than an acquaintance. It is someone a reasonable member of the public might think you would be prepared to favour or disadvantage when discussing a matter that affects them. It may be a friend, a colleague, a business associate or someone whom you know through general social contacts.
- **“Executive Decision”** this is to be construed in accordance with any regulations made by the Secretary of State under Section 22 of the Local Government Act 2000.



Report to: Standards Committee, 13th March 2019

Report of: Monitoring Officer

Subject: REPORTS OF THE LOCAL GOVERNMENT AND SOCIAL CARE OMBUDSMAN

1. Recommendation

1.1 That the Committee notes that, in the period since the last report, there have been no complaints against the Council which have received a formal report, an upheld decision or where maladministration has been identified by the Local Government and Social Care Ombudsman.

2. Background

2.1 The Council operates a three stage complaints process which allows for complainants to appeal and request further investigation if they are not happy or feel that important information has not been taken into account.

Stage I – the initial investigation and response by the service

Stage II – reviewed independently of the Service

Stage III – referral to the Local Government and Social Care Ombudsman

2.2 Once the Ombudsman has investigated a complaint, if resolution is not agreed or there is an issue of public interest, a formal report is issued. Reports are made to each meeting of the Standards Committee on any formal reports received.

2.3 In addition, the Monitoring Officer has a duty under section 5(2) of the Local Government and Housing Act 1989 to report when there has been an investigation which identifies maladministration in the exercise of administrative functions or a failure in a service or a failure to provide a service.

3. Ombudsman Decisions

3.3 Since the previous report to Standards Committee on the 14th November 2018, there have been no formal reports or upheld final decisions received or incidents of maladministration identified by the Ombudsman.

Ward(s):

All

Contact Officer:

Joanna Payne: Tel: 01905 722407

joanna.payne@worcester.gov.uk

Background Papers:

[Worcester City Council Complaints and Feedback Policy](#)

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