

**COMBINED ACTION PLAN
2006 AND 2007 Ethical Audit**

Main Themes of Survey findings	Actions required to deal with the main themes	Specific Action	Progress
<p>Both the 2006 surveys and 2007 surveys found that was a general lack of awareness amongst Members and officers about the:</p> <ul style="list-style-type: none"> • Members Code of Conduct • Officers Code of Conduct • The Protocol for Member Officer Relations • Members Register of interests • Officers Register of Interests • Processes for reporting breaches of the Members Code of Conduct • Processes for reporting breaches of the Officer Code of Conduct • Related legislation such as Human Rights, Freedom of Information, Data Protection, Equalities. 	<p>1. Improving Members awareness of the existence and content of the Ethical Governance Framework and in particular the relevant Codes and Protocols.</p>	<p>Training plan for members in relation to Members Code of Conduct to be prepared by Principal Corporate Governance Officer by start of 07/08 municipal year. Reported to 12th July 2007 Standards Committee.</p>	<p>Complete.</p>
		<p>Training on New Members Code of Conduct delivered to nearly all Members in 2007/2008 Municipal Year.</p>	<p>Complete</p>
		<p>Training of all new Members as part of the Induction Process</p>	<p>Complete for 2008/2009 and ongoing when required</p>
		<p>The Member Development Group have issued legislation guides to all Members. The Member Development Group considered the requirements for further training for Members on the Related legislation such as Human Rights, Freedom of Information, Data Protection, Equalities and this has been provided for in the Member training Programme prepared by Member Development.</p>	<p>Complete</p>
		<p>Annual Update training provided to the Members of the Regulatory Committees on relevant governance issues. (Principal Corporate Governance Officer and Legal Services)</p>	<p>Complete and ongoing when required</p>
		<p>Members acceptance of office process to be reviewed by Chief Democratic Services Officer by start of 07/08 municipal year to ensure sufficient weight is placed on the importance of the Members code of Conduct. Reported to Standards Committee 12th July 2007 as part of the report on the Members Induction Process 2007/2008.</p>	<p>Complete.</p>

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		Governance Services to continue sending an aide memoir to Members of identified committees to assist them in identifying personal and prejudicial interests and making appropriate declarations.	Complete
		The <i>Assistant Chief Executive (Corporate Governance)</i> will report to Standards Committee when information is made available by the Dept for Communities and Local Government on a new Officer Code of Conduct.	OUTSTANDING as information from DCLG not available yet.
		Corporate Communications Team to create Standards Committee Communication Plan to publicise the work of the Committee. This was reported to 10 th October meeting of Standards Committee and is reviewed annually.	Complete
	2. Improving Officers awareness of the existence and content of the Ethical Governance Framework and in particular the relevant Codes and Protocols	Corporate Communications team considered impact and relevance of ethical framework on Council values and to ensure that the communications plan in relation to the values included an appropriate reference to the ethical framework. Head of Corporate Communications reported this to 10 th October 2007 meeting of Standards Committee.	Complete

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		<p>Corporate Human Resources are carrying out work which includes an ethical framework training and awareness programme for officers with input from Corporate Governance Team.</p> <p>The Ethical Framework Training and Awareness programme to include :</p> <ul style="list-style-type: none"> • Preparation of a briefing on the Ethical Framework for presentation to Departmental Management Teams. • Reference to the Codes and Protocols relating to conduct to be included within the induction process for all officers. • Ethical Governance to be an identifiable training need in the Personal Development Plan. • Consideration of the inclusion of an Ethical Governance Module within the Council Training Programme, consider making this compulsory for identified groups of officers. • Training of officers on legislation such as Human Rights, Freedom of Information, Data Protection, Equalities needs to be identified through the PDP/appraisal process. • Corporate Human Resources to ensure that development of key competencies and behaviours for managers includes appropriate reference to ethical framework. Head of Human Resources Strategy to report to Standards Committee. 	<p>In progress</p> <p>Development and delivery of the programme by Human Resources is an ongoing matter And has been reported to the Standards Committee on a regular basis.</p> <p>The current progress is being reported to the Standards Committee on 16th October 2008.</p>

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		Corporate Governance Team to meet with Head of Corporate Complaints to ensure information is provided to Call Centre staff about how to identify a Code of Conduct complaint and what to do with any Code of Conduct complaints that are received.	Complete
		Information about the local assessment process to be made available to officers via Governance Matters, Team Talk, About Leeds and on the Councils website.	Information is on the Council's Website and has featured in "About Leeds" and has been circulated in lieu of the summer edition of Governance Matters. Information is to be included in Team Talk in due course.
		Information about the local assessment process to be made available to officers within Governance services via an Officer Training Seminar.	To take place on 7 th October 2008
		The Corporate Governance Team reviewed and changed the distribution of Governance Matters to all officers in Legal Services and Democratic Services, to all Directors and all Chief Officers. Officers are requested to circulate the newsletter as appropriate.	Complete

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		<p>Use of various council publications for wide spread publication and advertisement of one off messages relating to Ethical Governance</p> <p>Head of Corporate Communications to report to 10th October meeting of Standards Committee in relation to the use of Team Talker and Intranet Log in Pages for raising awareness of the Ethical Agenda.</p>	Complete
		Corporate Governance Team to offer appropriate training on new Member code of conduct to Corporate Governance Staff (Legal and Governance Services) involved in the committee process within 2 months of publication of new Model Code.	Complete Ongoing training offered when requested
		Training on decision making processes within the Council is currently provided and training for officers taking delegated decisions can be provided by officers within Governance Services (Council and Executive Support Team) on request.	Complete Ongoing training offered when requested
		The Officers register of Interests is now being administered by the Business Support Centre who are carrying out a full review of the arrangements for it's maintenance.	Complete
		The Corporate Governance Team will brief the Trade Unions on the new local assessment process.	OUTSTANDING
		Corporate Human Resources to liaise with Corporate Governance Team in relation to additional areas for questioning within staff survey in 2007/08 municipal year	OUTSTANDING

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<p>Officer Understanding of the Role of Members and Member Engagement</p> <p>The results of the questions relating to officers experiences of and perceptions of Members indicate that there may be a lack of understanding amongst some officers of the role of Members in relation to decision making and resolving issues raised by their constituents.</p> <p>The number of officers that answered “don’t know” to a number of the questions was also significantly higher in the 2007 audit than in the 2006 audit indicating that officers on the grades SO2 and below may have less awareness of the role of members and members are supposed to be doing.</p> <p>However some of the results</p>		<p>A Member Engagement Working group has been established, chaired by the Assistant Chief Executive (Corporate Governance), to look at ways in which ;</p> <ul style="list-style-type: none"> • Members can be better consulted/engaged in decision making • The role of Members within the Local Authority can be better communicated and understood by officers. 	In Progress
		<p>The ongoing training on the Code of Conduct provided to members through Member Development services assists with ensuring members are informed as to the requirements of the Codes and Protocols that they should follow. This training is also offered to all new Members when they are elected.</p>	Complete and ongoing when requested
		<p>Information about the role of Members and the requirement to comply with the Member Officer Protocol will be included as part of the Corporate Induction process for Officers.</p>	In progress as part of the HR training and awareness programme

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indicate that there may be occasions when Members are not aware of the requirements of the Code of Conduct and the Member Officer Protocol in relation to their contact with officers.		The Good to Great leadership challenge also requires the promotion of a positive and respectful relationship between Members and Officers as part of the Council's Aspirational Culture.	Ongoing