

Actions arising from discussion of the Parish Audit results from 2007/08

Issue Area	Action	Deadline	Responsible Officer(s)
Adoption of new Code of Conduct	Leeds City Council should be proactive in terms of getting all Parish and Town Councils to adopt the Code at the same time (or within three months). Leeds City Council should publish a group advert on this basis, getting Parish Councils to contribute to the costs.	When the new Code is released (Summer 2009)	Corporate Governance Team
	Leeds City Council should also produce a list of FAQs for Clerks when the new Code is introduced providing them with an example advert, details of the type of newspaper they should place it in, and what the timescales are. Use Wetherby as an example of a local group advertisement.		
	Where a Council has stated that they have not published a notice, this needs to be flagged up within their letter, stating that it is a breach of legislation and what the penalty is. Liaise with Chief Officer (Legal, Licensing and Registration) to establish if this is a precept issue.	Following adoption of new Code	Corporate Governance Team / Chief Officer (Legal, Licensing and Registration)
Minutes of Parish Council meetings not recording declarations of interest	Provide example minutes and guidance on interests with the letter to Clerks who have found this problematic. Ask the Clerk to ensure that information about the different types of interests are read out at the Council meeting.	August 2009	Corporate Governance Team
If Clerks and Chairs are unco-operative with the Chair and the Monitoring Officer	If the Parish Council refuse to attend a meeting state that this will be recorded for reference in complaints etc. Also offer Councillor Mrs Walker or Councillor Priestley's attendance at one of the Parish meetings for observation and assistance.	September 2009 onwards	Corporate Governance Team / Cllrs Priestley and Walker

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Induction and training for Clerks	<p>Leeds City Council should produce an induction pack for parish Clerks to be sent out when a new Clerk is appointed. Should include:</p> <ul style="list-style-type: none"> • Information on the Code of Conduct; • Template minutes and agenda; • Useful contacts and information about Leeds City Council. • Template job description for a clerk (including code responsibilities) <p>To be amalgamated with information provided already by the Parish Liaison Officer.</p>	ASAP	Corporate Governance Team / Parish Council Liaison Officer
Monitoring improvements within red Councils	Monitor attendance from those Councils with poor scores at the Conference and at training sessions.	April 2009 onwards	Corporate Governance Team / Parish Council Liaison Officer