## **Ethical standards self-assessment survey**

Authority Name

Please indicate whether you are a:

Member

Officer

#### Members Ethical standards and compliance

#### **Code of conduct - compliance**

For each statement/question please tick the box that most closely reflects your view.

	Yes		No		Don't know
Has the council adopted a code of conduct for members?					
Has the council adopted a code of conduct for officers?					
Have you agreed to abide by the members' code of conduct?					
	Very clear	Fairly clear	· Fa	airly unclear	Very unclear
How clear are you about reporting a potential breach of the members' code of conduct?					
How clear are the guidelines provided to members regarding their personal conduct?					
How clear are you about your responsibilities under the ethical framework?					
	Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know
Members are required to acknowledge that they understand the guidance.					
Your council's approach to promoting high ethical standards is encouraging					
appropriate behaviour across the council. Your council's approach to promoting high ethical standards is helping to build the public's confidence in local democracy.					

If you become aware of any conduct by a member which you reasonably believe involves a failure to comply with the council's member code of conduct what action as an individual must you take? Don't know Yes No -- inform the monitoring officer? -- make a written allegation to the Standards Board for England? -- speak to the member? -- do nothing? 

### **Standards Committee**

	Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know
There is a Standards Committee in the council.					
I understand the role of the Standards Committee.					
I believe the Standards Committee operates effectively.					
The Standards Committee is making a positive difference to the ethical environment in the council.					
The Standards Committee has a forward plan to guide its work.					
The work of the Standards Committee adds value to the council. <i>Please give examples:</i>					

Whistle blowing						
	Yes		No	Do	on't know	
Does your council have a whistle blowing policy?						
	Very clear	Fairly clear	Fairly unclear	Very unclear	Don't know	
If yes, how clear is the policy?						

#### Human rights, freedom of information, data protection, equalities legislation

	Yes	No	Don't know
Has the council begun to integrate the requirements of codes of conduct into other schemes, policies and procedures?			

Training						
	Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know	
Appropriate training is given to members on issues of conduct.						
Have you been provided with training, advice or a briefing/information on:						
	Yes		No	Ľ	on't know	
The Human Rights Act 1998?	_				-	

Freedom of Information Act 2001?		
Data Protection Act 1998?		
Race Relations (Amendment) Act 2000?		
Sex Discrimination Act 1975?		
Disability Discrimination Act 1995?		

Cor	nflicts o	of interes	st			
How clear are you about what a conflict of	Very clear	Fairly clea	r Fair	ly unclear	Very unclear	
interest is? How clear are you about the differences						
between a personal and prejudicial interest?						
If you are appointed to represent the c council's Code whose prevail?		external body wh				
the council's code?	Yes		No	D	Don't know	
other organisation's code?						
neither?						
	Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know	
A register is kept in which members are required to record any relevant interests.						
Members are reminded of the need to record such interests.						
Members are reminded of the need to record any hospitality or gifts.						
The hospitality or gifts register is reviewed regularly.						
Must you register an interest in the me		er if?				
	Yes		No	1	on't know	
you have been appointed by the council			_			
you have been appointed by the council as a representative to another body				L		
			_	L		
as a representative to another body you have been appointed as a manager to another organisation which provides a	_			L		
as a representative to another body you have been appointed as a manager to another organisation which provides a public service? you are in a management position in a	_			L	_	
as a representative to another body you have been appointed as a manager to another organisation which provides a public service? you are in a management position in a private company? you are in a management position in a charity? you are a member of a trade union or	_					
as a representative to another body you have been appointed as a manager to another organisation which provides a public service? you are in a management position in a private company? you are in a management position in a charity? you are a member of a trade union or professional association? a person has made a payment to you in respect of your election or any other expenses incurred in carrying out your	_					
as a representative to another body you have been appointed as a manager to another organisation which provides a public service? you are in a management position in a private company? you are in a management position in a charity? you are a member of a trade union or professional association? a person has made a payment to you in respect of your election or any other	_					
as a representative to another body you have been appointed as a manager to another organisation which provides a public service? you are in a management position in a private company? you are in a management position in a charity? you are a member of a trade union or professional association? a person has made a payment to you in respect of your election or any other expenses incurred in carrying out your duties?	_					
as a representative to another body you have been appointed as a manager to another organisation which provides a public service? you are in a management position in a private company? you are in a management position in a charity? you are a member of a trade union or professional association? a person has made a payment to you in respect of your election or any other expenses incurred in carrying out your duties? you are a member of a church? you are a member of a freemasons lodge which does not have charitable status? you have an interest in a business or land in the council's area which exceeds	_					
as a representative to another body you have been appointed as a manager to another organisation which provides a public service? you are in a management position in a private company? you are in a management position in a charity? you are a member of a trade union or professional association? a person has made a payment to you in respect of your election or any other expenses incurred in carrying out your duties? you are a member of a church? you are a member of a freemasons lodge which does not have charitable status? you have an interest in a business or	_					

If you have a prejudicial interest in a matter would you:					
	Yes	No	Don't know		
withdraw from the room where the meeting is being held whenever it becomes apparent that the matter is being considered?					
not seek to influence a decision about the matter?					
do neither?					

#### Officers Ethical standards and compliance

### **Code of conduct - compliance**

For each statement/question please tick the box that most closely reflects your view.

	Yes		No		Don't know
Has the council adopted a code of conduct for members?					
Has the council adopted a code of conduct for officers?					
Have you agreed to abide by the officers' code of conduct?					
	Very clear	Fairly clear	Fa	airly unclear	Very unclear
How clear are you about reporting a potential breach of the members' code of conduct?					
How clear are the guidelines provided to members regarding their personal conduct?					
How clear are you about your responsibilities under the ethical framework?					
	Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know
Members are required to acknowledge that they understand the guidance.					
Your council's approach to promoting high ethical standards is encouraging appropriate behaviour across the council.					
Your council's approach to promoting high ethical standards is helping to build the public's confidence in local democracy.					

If you become aware of any conduct by a member which you reasonably believe involves a failure to comply with the council's member code of conduct what action as an individual must you take?					
	Yes	No	Don't know		
inform the monitoring officer?					
make a written allegation to the Standards Board for England?					
speak to the member?					
do nothing?					

#### **Standards Committee**

	Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know
There is a Standards Committee in the council.					
I understand the role of the Standards Committee.					
I believe the Standards Committee operates effectively.					
The Standards Committee is making a positive difference to the ethical environment of the council.					
The Standards Committee has a forward plan to guide its work.					
The work of the Standards Committee adds value to the council. <i>Please give examples:</i>					

Whistle blowing						
Does the council have a whistle blowing policy?	Yes		No	De	on't know	
If yes,	Very clear	Fairly clear	Fairly unclear	Very unclear	Don't know	
How clear is the policy?						

### Human rights, freedom of information, data protection, equalities legislation

	Yes	No	Don't know
Has the council begun to integrate the codes of conduct into its schemes, policies and procedures resulting from the above legislation? If yes, which ones?			

Training								
Appropriate training is given to members on conduct issues.	Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know			

Have you been provided with training, advice or a briefing/ information on:									
	Yes	No	Don't know						
The Human Rights Act 1998									
Freedom of Information Act 2001									
Data Protection Act 1998									
Race Relations (Amendment) Act 2000									
Sex Discrimination Act 1975									
Disability Discrimination Act 1995?									

### **Conflicts of interest**

How clear are you about what a conflict of interest is?	Very clear	Fairly clear		Fairly clear Fairly unclear	
	Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know
A register is kept in which members are required to record any interests which may impair their impartiality.					
Members are reminded of the need to record such interests.					
The register is reviewed regularly.					
A register is kept in which members record the receipt and offering of hospitality or gifts.					
Members are reminded of the need to record any hospitality or gifts.					
The hospitality or gifts register is reviewed regularly.					

#### Members and officers Code of conduct - behaviour and culture

#### Leadership

For each statement/question please tick the box that most closely reflects your view.

Overall, members						
	Always	Usually	Sometimes	Rarely	Never	Don't know
are a focus for positive change						

<ul> <li> do not interfere in operational issues</li> <li> listen to the advice of officers</li> <li> do not involve officers inappropriately in party political issues</li> </ul>			
show respect to other members			
show respect to people who use council services			
treat fairly all users of council services and do not discriminate unlawfully			
treat fairly all officers and do not discriminate unlawfully			
treat fairly all other members and do not discriminate unlawfully			
perform their duties with honesty, integrity, impartiality and objectivity			
use public funds and council property and facilities responsibly Any comments?			

# Leadership

Overall, senior officers						
	Always	Usually	Sometimes	Rarely	Never	Don't know
show respect to members						
treat fairly all users of council services and do not discriminate unlawfully						
treat fairly all members and do not discriminate against them unlawfully						
Do you consider that						
	Always	Usually	Sometimes	Rarely	Never	Don't know
the leader of the council is a positive role model in terms of ethical behaviour						

the leader of the council is proactive in promoting the importance of the ethical			
agenda the chief executive is a positive role model in terms of ethical behaviour			
the chief executive is proactive in promoting the importance of the ethical agenda			
appropriate responsibilities are delegated to lead members and officers			
the council's monitoring officer is able to carryout her/his role appropriately			
the council seeks to meet the meet the needs of its diverse communities (e.g. ethnic minorities, disabled people, disadvantaged people)			
the council ensures that officers come from diverse backgrounds			
the council ensures that staff are appropriately skilled to meet the needs of its diverse communities			
the council learns from other councils to ensure that its ethical arrangements are appropriate			
Any comments?			

### Communications

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The importance of high ethical standards is communicated via for example, training, meetings, newsletters, the local media and the council website to								
	Always	Usually	Sometimes	Rarely	Never	Don't know		
members								
officers								
local communities								
Communication between								
	Always	Usually	Sometimes	Rarely	Never	Don't know		
members is open								
members is constructive								
members and officers is open								
members and officers is constructive								
Communication								
	Agree strongly	Tend to ag	gree Ten disag		Disagree strongly	Don't know		
The public can easily access the members' code of conduct.			Ľ	]				

The public can easily access the register of member interests. The public can easily access documents relating to the standards committee (for example, agendas, minutes, background papers). Any comments?			

## Relationships

	Always	Usually	Sometimes	Rarely	Never	Don't know
Appropriate confidences are kept by members						
Appropriate confidences are kept by senior officers						
Members trust each other						
Members and officers trust each other						
Members carryout their roles without fear of being bullied or harassed						
Officers carryout their roles without fear of being bullied or harassed by members. <i>Any comments?</i>						

## Accountability

Decision making by members is transparent, objective and follows agreed	Always	Usually	Sometimes	Rarely	Never	Don't know
procedures Members are accountable for their decisions and actions The public has easy access to information on whom has taken particular decisions. Any comments?						

### **Management of standards**

	Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know
There is a culture in the council which allows members to challenge decisions without fear of reprisal					
There is a culture in the council which allows officers to challenge member decisions without fear of reprisal					
There is a culture in the council which allows partners to challenge decisions without fear of reprisal					
There is a culture in the council which allows the public to challenge decisions without fear of reprisal.					
The council's complaints system is clear and accessible					

Overall, members						
	Always	Usually	Sometimes	Rarely	Never	Don't know
take complaints from the public seriously						
respond positively to constructive external criticism about the council						
use referrals to the Standards Board for England appropriately						
use referrals to the Standards Board for England without fear of reprisal.						
Overall, senior officers						
	Always	Usually	Sometimes	Rarely	Never	Don't know
use referrals to the Standards Board for England appropriately						
use referrals to the Standards Board for						

#### Whistle blowing

England without fear of reprisal.

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## Team working and co-operation

	Always	Usually	Sometimes	Rarely	Never	Don't know
Members work well together to achieve the council's common goals.						

Members and senior officers work well together to achieve the council's common goals Any comments?			

### **Partnership working**

	Always	Usually	Sometimes	Rarely	Never	Don't know
The council works well with voluntary and community groups to achieve the area's common goals.						
The council works well with statutory partners to achieve the area's common goals.						
The council has positive working relationships with these partners and the wider community. Any comments?						

Please add any additional comments that would help our understanding of your council's approach to member compliance with ethical governance standards, and of building public confidence in local democracy.

Any information in this survey is confidential to the Audit Commission and no reference will be made in the anlaysis to individuals.

	Yes	No
Are you a member of the council's standards committee?		
Are you a co-opted or appointed member, for example to a committee or panel		
If you are co-opted or appointed, to whic	ch committee or panel?	

How long have you been a member/officer in the council? (in years)

These questions are optiona	l .	
Your name:		
Your contact number:		
Your position in the council?		 
Your Department/Service Unit (officers only)?		 
-		

Thank you for taking the time to complete this Survey.

Please press the 'Submit' button below.