

Key Line of Enquiry	Inspection Focus	Action Taken	Lead	Status
	Strategic approach to the culture and values of the council, shared with councillors, staff, partners and the community	Tested by means of a survey of all members and senior officers. Results to be reported to Standards Committee in April 2006.	Nina Wilton	Green
		Customer satisfaction surveys	Phil Morgan	In progress
		Staff satisfaction survey	Phil Welsh	Green
	Clarity of the roles and responsibilities for councillors and officers and provision of training and of business and decision making.	Member induction programme introduced May 2005.	John Quinton	Green
		Further member training on ethics and probity under development	Nina Wilton	Green
	Levels and appropriateness of delegation to officers	New scheme of delegations introduced May 2005. Approved by Audit Commission.	Ian Gibbons	Green
	Organisational culture and the level of working relationships and levels of internal satisfaction.	Staff satisfaction survey	Phil Welsh	Green
		Further testing done in current ethical governance survey	Nina Wilton	Green

	Approach to equalities and diversity	See E&D Steering Group minutes for further information.	Richard Parker	Amber
		Regular updates on progress to Standards Committee	Nina Wilton	Green
		New governance arrangements to strengthen E&D culture to be implemented	Nina Wilton	Green
	Arrangements for monitoring and review of council's culture and values, and of progress in influencing culture	This framework will be used as on-going assessment tool	Nina Wilton	Green
Does the council achieve high standards of conduct?	Strategic approach to promoting and maintaining ethical standards.	Strategic oversight of ethical standards maintained by Standards Committee, with regular reports on many aspects of probity and governance.	Nina Wilton	Green
		Officer appointed with specific responsibility for ensuring a strategic and cross cutting approach to ethical issues.	Stephen Gerrard	Green

	Code of Conduct	Members Code of Conduct signed by all members after election.	Stephen Gerrard	Green
		All members trained on Code of Conduct.	John Quinton	Green
		Code complies with statutory requirements. Forms part of the constitution and is posted on the internet and the intranet.	Nina Wilton	Green
		Constitution contains protocols on complaints, use of council resources, member/officer relations.	Ian Gibbons	Green
		Standards Committee has regular training on conducting hearings into allegations of breach of Members' Code of Conduct	Nina Wilton	Green
		Further refresher training on Code of Conduct for Members scheduled for Oct '06	Nina Wilton	Green
		Members circulated quarterly with a summary of Adjudication Panel	Nina Wilton	Green

		decisions on significant Code of Conduct breaches		
	Coverage of Code of Conduct across personnel and relevant issues.	Code of Conduct for officers forms a part of contract of employment	Deborah Pearson	Green
		Anti-bullying protocol available on the intranet.	Paul Collyer	Green
	Sanctions, redress and training arrangements	Training on conduct and probity part of management competency training and cascades to other officers	Nina Wilton	Green
		Breach of the officers' code of conduct attracts usual disciplinary sanctions.	Nina Wilton	Green
		Need to establish monitoring to determine how many disciplinary issues relate to a breach of the officers' Code	Deborah Pearson/Nina Wilton	Amber
	Lead councillor for conduct and standards	No elected member lead. However, strong lead from independent chair of Standards Committee, with evidence of robust challenge. Route is through Cabinet	Jane Scott Peter McGuigan	Green

	There is a presumption of openness	Sch 12(a) amendments use a new internal process to challenge reports being considered under Part II. Greater proportion now going through in public forum	Nina Wilton	Green
	The council has a policy on access to information	The council complies with the spirit of legislation governing access to information, and has a policy to disclose unless there is an overwhelming public interest argument against disclosure. This is incorporated into strategy papers on implementation of access to information legislation, and into all training on the legislation.	Nina Wilton	Green
		If it is proposed to exempt information from disclosure, the decision must be fully justified, in writing, and taken by a panel of senior officers	Nina Wilton	Green
	Ethical principles have been acknowledged in working practices	Require guidance from the Audit Commission on how this would be evidenced	Nina Wilton	Amber

	The Register of Interests is up to date	Regular reminders sent to members to keep register up to date	John Quinton	Green
		Project to record officers interests on a central database with regular electronic updating built into the system, including 'nil returns', to be launched in September 2006	Nina Wilton	Green
		Register of Members Interests is not available on the internet	Full council to vote on this	Red
Resourcing of Standards Committee and Monitoring Officer.	Resources are sufficient to allow the MO and SC to function	F/T officer appointed to support MO in ethical governance in 2004.	Stephen Gerrard	Green
		Chair of SC satisfied with support provided for SC activities	Peter McGuigan	Green
Terms of reference for SC comply with statutory minimum requirements.	Standards Committee's terms of reference comply with statutory minimum requirements	The Standards Committee's terms of reference are contained in the constitution. They exceed the statutory minimum in terms of independent representation, and arrangements for chairing the committee.	Stephen Gerrard	Green

Joint working between MO and SC.	Standards Committee MO and key officers take steps to promote high standards	Chair of Standards Committee is project executive on a Prince 2 project of ethical governance improvement.	Peter McGuigan	Green
		The Committee receives regular reports on ethical governance issues, and calls chief officers to account.	Nina Wilton Peter McGuigan	Green
		The Vice-Chair of the Committee is on the project board to improve complaints handling across the council.	Catherine O'Sullivan	Green
		CEO attends Standards Committee when requested, and always for presentation of the Audit Commission management letter, to seek committee's view on ethical issues in the letter.	Keith Robinson	Green

Whistle-blowing. Communication and understanding of ethics and values.	The council has a confidential reporting (whistle blowing) system, supported by the CEO.	Launch of new whistleblowing and anti fraud and corruption policies and procedures in March 2006, underpinned by dedicated "hot line", trained investigators, no investigation conducted by line management chain. Staff counselling service support. Follow up monitoring of well-being of whistleblowers. Policies on intranet and internet. Publicised in staff magazine and team briefings. Appropriate links made with HR. CEO is one of 4 people who will receive whistle-blowing allegations (others are Monitoring Officer, Head of Internal Audit, and Corporate Standards Manager).	Nina Wilton and Steve Memmott	Green
		Whistle blowing and anti fraud and corruption policy form part of management ethical governance training programme	Nina Wilton	Green
Take up of ethics and	The council monitors	More work needs to	Jane Scott, group	Red

standards training by councillors.	take up of ethics and standards training by councillors and follows up non-attendance	be done on this.	leaders, John Quinton	
Evidence of ethical frameworks for procurement, contracting and partnership working.	Council has, or is preparing, ethical frameworks for procurement, contracting and partnership development.	Frameworks for procurement and contracting in place. Development work being carried out on partnership working.	Procurement & contracting – Mike Swabey. Partnerships – Linda Watts	Green
	Arrangements for monitoring and review of the constitution, code of conduct, protocols, and progress in ethical conduct	The Standards Committee reviews the constitution, and amendments are taken to full Council for approval in May each year.	Ian Gibbons, Peter McGuigan	Green
		The Standards Committee has an annual forward programme of work, which is publicised.	Peter McGuigan Marie Todd	Green
		The Standards Committee publishes an annual review of the work that it has done, in conjunction with elected members and officers, to promote ethical governance.	Peter McGuigan Nina Wilton	Green