

Meeting of:	Standards Committee
Date of Meeting:	Thursday, 10 September 2020
Relevant Scrutiny Committee:	All Scrutiny Committees
Report Title:	Audit Brief – Members' Code of Conduct
Purpose of Report:	To apprise Members of the outline brief of an internal audit of the Members' Code of Conduct
Report Owner:	Ms. D. Marles, Monitoring Officer / Head of Legal and Democratic Services
Responsible Officer:	Mrs. K. Bowen, Principal Democratic and Scrutiny Services Officer
Elected Member and Officer Consultation:	This report does not involve any consultation with other parties
Policy Framework:	This report is a matter for consideration by the Standards Committee
Executive Summary:	
<ul style="list-style-type: none"> To apprise the Standards Committee of the Vale of Glamorgan Council's internal audit of the Members' Code of Conduct and the initial outline brief for such. 	

Recommendation

1. That the Standards Committee note the contents of the outline brief at Appendix 1 and the questionnaire at Appendix 2.

Reason for Recommendation

1. To apprise Members of the Standards Committee of the internal audit of the Members' Code of Conduct.

1. Background

- 1.1 Internal audits of service areas are undertaken on a regular basis.
- 1.2 One of the roles of the Standards Committee is to promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor representatives.

2. Key Issues for Consideration

- 2.1 The internal audit brief at Appendix 1 to the report details the objectives of the audit and the scope of the audit. To also inform the audit a questionnaire, at Appendix 2 to the report, has also been prepared to gauge Members' awareness.
- 2.2 Standards Committee Members are requested to note the contents of the report.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1 The role of the Standards Committee is to promote and maintain high standards of conduct by Councillors, Co-opted Members and Church and Parent Governor representatives.

4. Resources and Legal Considerations

Financial

- 4.1 None as a direct result of this report.

Employment

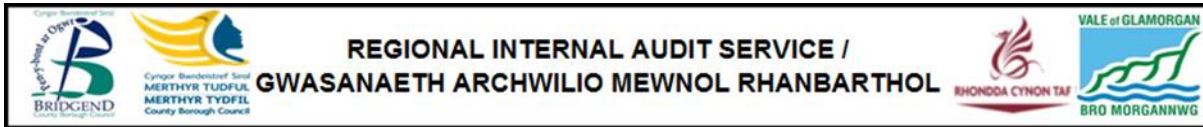
- 4.2 The Council has a statutory duty to establish and maintain a Standards Committee as defined by legislation as set out in the Standards Committee Rules and Regulations 2001 and the Standards Committee (Wales) Amendment Regulations 2006.

Legal (Including Equalities)

- 4.3** The Council has a statutory duty to establish and maintain a Standards Committee as defined by legislation as set out in the Standards Committee Rules and Regulations 2001 and the Standards Committee (Wales) Amendment Regulations 2006.

5. Background Papers

None

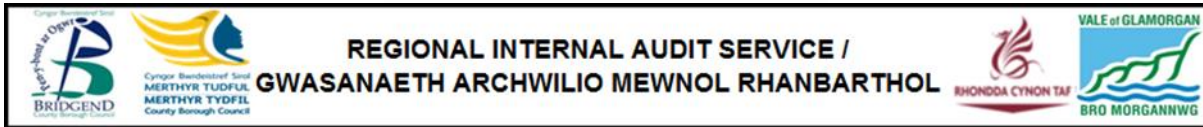


INITIAL OUTLINE BRIEF

Directorate / Service	MD & Resources / Democratic Services		
Audit Area	Members Code of Conduct		
Audit File Reference	AG1209	Year	2020/21
Auditor(s) Assigned	Vicky Macey		
Objectives of the Audit			
To identify the level of compliance by Members with the relevant sections of Code of Conduct for Members.			
<i>The objectives of this audit is to ascertain the extent to which the assessed risks have been identified and managed and to evaluate whether effective controls which mitigate the risks have been established within the system and processes and that these have operated effectively throughout the period under review</i>			
Scope of the Audit			
<ul style="list-style-type: none"> • Review the guidance available to Members in relation to the Code of Conduct including Gifts and Hospitality and Declarations of Interest • Gauge Members awareness of it, possibly through questionnaires • Undertake testing of Gifts and Hospitality Registers to confirm compliance with the Code of Conduct. • Undertake testing of Declarations of Interest and Dispensations to confirm compliance with the Code of Conduct. • Establish and review what arrangements are in place for monitoring both of the above. 			
Officer(s) to be Sent the Report			
<ul style="list-style-type: none"> • Debbie Marles – Monitoring Officer • Jeff Rees – Operational Manager 			
Main Point of Contact for the Audit			
To be confirmed			
Total Planned Audit Days	15 days		

KEY RISKS CHECKLIST: (Auditors must have regards to the list below as appropriate).

Risk of Fraud,



IT Risks,
Corporate Risk Register;
Service and Team Plans
Corporate Plan;
Ethical Risks;
Governance Risks.
Reshaping/Transformational Change



Elected Member Code of Conduct Questionnaire

Name

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Please complete the following questions in as much detail as possible.

- 1. Are you aware** of where to find the 'Code of Conduct for Members' ?
If so please state below :

- 2. Are you aware** of the requirement to complete declarations of interest
? How often do you complete a declaration of interest ?



3. **Are you aware of and observe** the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a Member? Please state below who decides these :

4. **Do you declare** gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation?

5. **Are you aware**, you must in all matters, consider whether you have a personal interest, and whether this Code of Conduct requires you to disclose that interest? What is the process for this that must be followed ?



6. **Are you aware** of the 'Code of Conduct' 10 principles laid out in the constitution? Please list 3 of these below ?

7. **What training** have you received regarding the Members Code of Conduct ? And when (approximately) was this last delivered to you ?

Thank you very much for your time in completing this questionnaire