



City of Westminster

Committee Agenda

Title: **Standards Committee**

Meeting Date: **Thursday 6th July, 2017**

Time: **7.00 pm**

Venue: **Room 3.4, 3rd Floor, 5 Strand, London, WC2 5HR**

Members:

Councillors:

Judith Warner (Chairman)
David Boothroyd
Ruth Bush
Melvyn Caplan
Brian Connell
Louise Hyams

Also invited: Baroness Julia Neuberger, Sir Stephen Lamport and Mr Gerard McEvilly

Members of the public are welcome to attend the meeting and listen to the discussion Part 1 of the Agenda

Admission to the public gallery is by ticket, issued from the ground floor reception at 5 Strand. If you have a disability and require any special assistance please contact the Committee Officer (details listed below) in advance of the meeting.



An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact the Committee Officer, Mick Steward, Head of Committee and Governance Services.

**Tel: 7641 3134; Email: msteward@westminster.gov.uk
Corporate Website: www.westminster.gov.uk**

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Head of Legal & Democratic Services in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

1. MEMBERSHIP

The Head of Committee and Governance Services to report any changes to the membership.

2. DECLARATION OF INTERESTS

To receive declarations by Members and Officers of the existence and nature of any personal or prejudicial interests to matters on this agenda.

3. MINUTES

To sign the minutes of the meeting held on 15 March 2017.

(Pages 1 - 4)

4. MEMBER DEVELOPMENT PROGRAMME

Report of the Member Services Manager.

(Pages 5 - 20)

5. WORK PROGRAMME AND ACTION TRACKER

Report of the Head of Committee and Governance Services

(Pages 21 - 24)

**6. ANY OTHER BUSINESS WHICH THE CHAIRMAN
CONSIDERS URGENT**

**Charlie Parker
Chief Executive
28 June 2017**



CITY OF WESTMINSTER

MINUTES

Standards Committee

MINUTES OF PROCEEDINGS

Minutes of a meeting of the **Standards Committee** held at 7pm on **Wednesday 15th March, 2017**, Room 10 - 17th Floor, Westminster City Hall, 64 Victoria Street, London, SW1E 6 QP.

Members Present: Councillors Judith Warner (Chairman), Ian Adams, David Boothroyd, Ruth Bush, Louise Hyams and Brian Connell

Also Present: Baroness Julia Neuberger

Apologies for Absence: Sir Stephen Lamport and Mr Gerard McEvilly

1 MEMBERSHIP

1.1 There were no changes to the membership.

2 DECLARATIONS OF INTEREST

2.1 There were no Declarations of Interest.

3 MINUTES (15.11.16)

RESOLVED: That the minutes of the meeting held on 15 November 2016 be approved and signed by the Chairman as a true and correct record of the proceedings.

4 GOVERNANCE OF IT/DATA PROTECTION/FOI IN RESPECT OF MEMBERS (SEE REPORT OF THE HEAD OF IT)

4.1 Ben Goward (Head of IT) accompanied by Fatima Zohra (Data Controller) gave an outline of the report which included a summary of the proposed governance training for this area. The aspects to be covered to include:

- Identification of risks, having regard to the role of Councillors as community leaders and local Ward Councillors.
- Outline on how to use technology in view of the Council's aim to become a paperless organisation.

- The benefits of the 265 software being rolled out to all members as the single available platform.
- Noted that the 365 facility allowed easier compliance with Data Protection Act requirements.
- Data security.
- All aspects of information/data compliance. It was noted that paper files also came within the scope of Data Protection requirements.
- The duties and responsibilities of Data Controllers.

4.2 Generally Members supported the roll out of 365 to all Members and this should be regarded as mandatory in order to obtain Council IT support. Councillor Adams stressed that the importance of the risk to Data Controllers being emphasised.

It was noted that by having 365 the data would be seen as coming into the Council's systems. This would make the Council responsible rather than the Member. The benefits of 365 were therefore highlighted and emphasised. The training to also include guidance on the retention and disposal of information. Officers also outlined how they could improve support to Members with a consistent use of 365.

4.3 The Committee supported the introduction of a set of rules, to be launched at the forthcoming training session and the rollout of 365 as the IT offer to all Members. Members asked that clarification be given to the meaning of Section D in paragraph 3.5.2 of the report.

Resolved:

1. That the report be endorsed as the basis of the proposed training sessions on Data Protection/FOI/and IT governance subject to the views set out above being reflected.
2. That the Committee note that the proposed training session will be repeated as part of the Induction Programme to be held following the May 2018 City Council elections.
3. That the Committee's views setting out support of this training, the rollout of 365 to all members be forwarded to the Cabinet Member for Finance, Property and Corporate Services.

Actions:

1. Officers (BG/FZ) to make changes to the proposed training programme to reflect the view of the Committee.
2. Committee Officer to forward Committee's views to the relevant Cabinet Member for Finance, Property and Corporate Services.

3. Officers (BG) to clarify meaning of Section D in paragraph 3.5.2 of the report and advise the Committee accordingly.

5 ANNUAL REVIEW OF MEMBERS COMPLAINTS (SEE REPORT OF THE DIRECTOR OF LAW)

- 5.1 Tasnim Shawkat, Director of Law, introduced the report. She confirmed that none of the complaints required investigation as a potential breach of the Members Code as they all related to service issues and had been dealt with accordingly.

Resolved: That the report be noted.

6 MEMBER CODE OF CONDUCT TRAINING/MEMBER DEVELOPMENT PROGRAMME (SEE REPORT OF THE HEAD OF COMMITTEE AND GOVERNANCE SERVICES)

- 6.1 Tasnim Shawkat, Director of Law, advised that so far 35 members had attended these sessions on the Member Code of Conduct, with others still attending either one-to-one sessions or due to attend the day time session due to be held in April. The day time session was being held to reflect specific availability and should therefore, once held, result in in 75% of Members having attended a session. The Committee considered that this would be satisfactory given the timing of the sessions in the electoral cycle.
- 6.2 The content of the sessions was regarded as good and should be reflected in the sessions to be held as part of the 2018 induction programme.
- 6.3 Councillor Ian Adams reported on the recent Policy and Scrutiny training which had attracted only 4 members. The session had received good feedback on the night and would be included as part of the induction programme. It was noted that the Policy and Scrutiny training would be discussed further at the next Westminster Scrutiny Commission meeting.

Resolved:

1. That the report be noted.
2. That it be noted that the Committee is due to review the Member Development Programme at its next meeting.

7 WORK PROGRAMME/ACTION TRACKER (SEE REPORT OF HEAD OF COMMITTEE AND GOVERNANCE SERVICES)

- 7.1 The Committee noted the position, as set out in the report. Members asked that a copy of the list of outside bodies which includes details of the Council's representative and the length of the appointment be circulated.

Resolved: That the report be noted and updated to include the actions agreed at this meeting.

Action: Officers to update action tracker.

8 ANY OTHER BUSINESS

The Meeting ended at 8.15 pm

CHAIRMAN: _____

DATE _____



City of Westminster

Standards Committee

Date:	6 July 2017
Classification:	For General Release
Title:	Member Development Programme
Report of:	Member Services Manager
Financial Summary:	There are no additional financial implications
Report Author and Contact Details:	Janis Best, Member Services Manager 020 7641 3255 jbest@westminster.gov.uk

1. Executive Summary

- 1.1 The Member Development sessions are continuing and this brief report sets out what has been delivered and what is planned.

2. Recommendations

- 2.1 That the report be noted.
- 2.2 That in view of the intention to programme 9 Member Development sessions per annum commencing in 2018-2019 the Committee is asked to give a preliminary indication of the subjects they considered should be covered.

3. Background information

- 3.1. The Standards Committee have previously been updated on the development of a Member Development Programme and the information below sets out what has been provided and attended since the last Committee and what is planned moving forward.
- 3.2. Since the last Committee in November there have been three sessions held, details of these are below, with the numbers of Cllrs who attended. After running the sessions since November it has been decided that only one subject should be covered in each session as this gives time to concentrate on the subject in hand and give Members a chance to ask more questions of the officers.

8 February 2017 – Scrutiny for Members (6 Members attended)

9 March 2017 – Procurement (4 Members attended)

19 April 2017 – Rough sleeping (7 Members attended)

- 3.3 The session planned on FOI/Governance for June has been rescheduled and will now take place in September 2017 also planned for the remainder of the 2017/18 municipal year are as below:

September 2017 – FOI/Governance

October 2017 – Housing Options

November 2017 – Planning and Licensing from a Members' perspective – this would cover what ward members can and can't do at/for Committees to assist their residents January 2018 – a refresher session on Office 365

- 3.4 It is proposed that for the 2018/19 municipal year sessions are held on a monthly basis (excluding July, August and December) these will be placed in the Council diary with subjects to be decided during the year. In order to assist with the planning of these the Committee is asked to indicate the subjects which, following the initial induction programme should be covered in the Member Development sessions.
- 3.5 The meeting will therefore seek ideas from members for the Member Development Programme. Following which a report will be prepared. Attached are the following to assist:

1. Informal note setting out an outline of possible programme.
2. Examples of programmes from other authorities.

The Council is keen to develop a programme which reflects the broad range of expectations the public have of elected Members.

- 3.6 The induction programme to follow the election in May 2018 will be reported to the next Committee in November

4. Other Implications

None

If you have any questions about this report, or wish to inspect one of the background papers, please contact:

Janis Best, Member Services Manager – 020 7641 3255

jb主@westminster.gov.uk

Informal Note

Standards Committee

Member Induction & Development

1.

Members Responsibilities :

Introduction to the Regulatory Environment

- . Code of Conduct**
- . Register of Members Interests**
- . Use of ITC/ Digital Security**
- . 365 Session**
- . Members Handbook**

2.

How the Authority Works :

Structure – who does what

- . Strategic Directors &
Departments**
- . Partners**
- . Procurement &
Contractors**

3.

Cabinet Member Responsibilities – roles & functions

1.

2.

3.

4.

5.etc

4.

WCC Committees & Services - Public Realm

Planning

Licensing

City Management

WCC Services - Community & Personal

Adults

Childrens

Etc

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The workshop will be designed and tailored specifically to your needs and outcomes and can take place on site at your authority or, if you prefer, at our offices in Melton Mowbray. The attached flyer provides more information on what you might expect from the workshop.

Knowing your own preferences (or MBTI type) and knowing how to communicate and act with other preferences is key to developing effective impact and influence.

For more information and to discuss further please contact Lisa Butterfill on 01664 502643 or lisa.butterfill@emcouncils.gov.uk

Flyer Politicians and Personality - Developing Impact and Influence

Politicians and personality, A guide for councillors (Third edition) **LGA 2012 Politicians and Personality**

Personal Development Planning

EMC can provide a range of support to authorities on identifying individual Member learning and development needs. These can include:

- Scoping and designing the approach and relevant documentation.
- Facilitating the PDP's - either on an individual or collective basis.
- Training others to facilitate PDP's.
- Supporting mid term review processes.
- Analysis and reporting - evaluating the process.

Regional Skills Development Sessions

EMC offer a range of workshops for councillors which can be delivered in house or at our offices in Melton Mowbray. The programme can be tailored to the needs of your authority with the flexibility to run short bite size sessions through to full day workshops.

Please follow the links below to view an outline of the most popular Councillor Development Sessions provided:

- **Media Skills**
- **Chairing Skills**
- **Communication Skills (Dealing with Difficult People)**
- **Effective Partnership Working**
- **Influencing/Persuading Skills**
- **Public Speaking**
- **Speed Reading**
- **Communicating Effectively**
- **Community Leadership and Engagement**
- **Effective Meetings**

The list above is not exhaustive but just a sample of some of the sessions we can offer.

Some of the positive feedback we have received:

- *"The course was interactive and the exercises worked in a very standard way. I feel that it is one of the better courses I have been on."*
- *"It will help me to implement some intergenerational project groups within my ward"*
- *"Great, this was really useful and enjoyable, I learnt a great deal in such a short period of time"*

To discuss your requirements further and to find out prices for the session, please contact Lisa Bushell on 01664 502640 or lisa.bushell@emcouncils.gov.uk

For further information about events for Councillors **visit**

Skills Workshops by County areas

EMC have supported partnerships of local authorities with the design, coordination and successful delivery of member development programmes. The partnership approach to member development has enabled Councillors from across a range of local authorities to learn together, enhancing the experience and saving money.

Tailored support for Member Development, East Midlands Councils have provided over **150** hours of member development to Councillors from Lincolnshire and Nottinghamshire across 40 different sessions.

If you would like further information about support available from East Midlands Councils visit call 01664 502 620 to speak to the Local Government Service Team.

Competency Frameworks

Please find below the link to the LGA political skills framework

http://www.local.gov.uk/web/guest/councillor-development/-/journal_content/56/10171/3493419/ARTICLE-TEMPLATE

Attached at the bottom of the page is the Welsh Local Government Member Development Framework or for further information visit their website at www.wlga.gov.uk

More information

The range of support outlined above is not exhaustive and is always tailored to the needs, context and culture of the local authority. If you would like further information and/or to discuss your member development needs in more detail please contact Lisa Butterfill on 01664 502643 or email lisa.butterfill@emcouncils.gov.uk

Networks

EMC offers a range of practitioner networks, which seek to support the development of Councillors in specific areas. Network attendance is free and offers a valuable opportunity for Councillors to learn together and from each other.

Adult Social Care Network

The East Midlands Lead Member network for Adult Social Care Services provides an opportunity for Councillors to discuss current issues and practice.

Children's Services Network

The East Midlands Lead Member network for Children's Services provides an opportunity for Councillors to discuss current issues and practice.

Councillor Development Network

The network supports Councillors and Officers responsible for councillor learning and development, by sharing knowledge, information and ideas across the region.

Health and Well-Being Chairs' Network

The Health and Well-Being Chairs' network supports the chairs to develop their role through exchange of information, practice and ideas.

Scrutiny Network

A dedicated network for Councillors and Officers, providing an opportunity to explore national and local developments concerning scrutiny.

At a Glance

Who are our membership organisations?

Corporate Governance

East Midlands Councils meeting

Regional Employers Board

EMGWARP Network

Councillor Development Network

Scrutiny Network

OPUN Design Support Service

Policy Briefings

European Investment Plan

European Employment and Social

Dialogue

Consultancy

Staff

Office Location

Office Opening Hours

Enquiry Form

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Northampton Borough Council

Councillor Development

Learning and Development courses

Councillor development timetable

The Council offers a range of opportunities for your learning and development. The timetable of forthcoming training events for Councillors of Northampton Borough Council is listed below:

Date	Event	Details	Time
25 January 2017	Benefits update	Two sessions, delivered by Revenues & Benefits officers	2pm and 6pm
31 January	VOICE Northants	Two sessions	2pm and 6pm
1 February	Local Plan briefing	A series of these will be run. One two hour session	6pm - 8pm
6 February	Lone working system	Two sessions	2pm and 6pm
22 February	O&S training	One session	6pm - 8.30pm
2 March	Councillor briefing: performance	Internally delivered. Two sessions.	2pm - 3pm and 6pm - 7pm
8 March	Councillor training session: community engagement	One session	5.30pm for approximately 3 hours
22 March	Councillor briefing: urban development	A briefing in the Jeffery Room with a potential site visit(s)	2pm - 4pm

29 March	Councillor training: chairing skills	One session	5.30pm - 8.30pm
26 April	Councillor training: how to use social media and the legalities around posting	Two sessions	2pm and 6pm
24 May	Councillor information session: dementia- free community	Two sessions	2pm and 6pm
29 June	Safeguarding refresher	Two sessions	2pm and 6pm
12 February 2018	Data protection	Two sessions	2pm and 6pm

Library of presentations

A library of presentations given to councillor development sessions is being compiled:

- [Planning committee training - 15 December 2011](#)
- [Equalities and decision making - 12 January 2012](#)
- [Health and safety - January 2012](#)
- [The role of district councils in safeguarding vulnerable adults and children](#)
- [Tenancy strategy presentation - councillors' briefing 28 June 2012](#)
- [How to upgrade to Office 2010](#)
- [Flood and Water Management Act](#)
- [Using the Community Fund](#)
- [Member and officers relations - 14 June 2012](#)
- [Safeguarding - June 2012](#)
- [Safeguarding - the role of district councils - young people](#)
- [Safeguarding - the role of district councils - adults](#)
- [Speed reading - aims and objectives \(January 2013\)](#)
- [Financial training for the audit committee](#)
- [Financial awareness](#)
- [Equalities training](#)
- [Housing 1](#)
- [Housing 2](#)
- [Safeguarding for councillors](#)

- [Northampton Alive](#)
- [Licensing committee training](#)
- [Environment](#)
- [Community safety](#)
- [Overview and Scrutiny training](#)
- [Planning committee training](#)
- [Councillor community fund](#)
- [Handling case working \(including FOI\)](#)
- [Code of conduct and governance](#)
- [Effective audit committee](#)
- [Policy and guidance - audit committee](#)
- [HIMOs](#)
- [CSE briefing](#)
- [CSE briefing](#)
- [Planning committee members training June 2016](#)
- [Planning committee procedure rules June 2016](#)
- [Planning committee training notes June 2016](#)
- [Probity in planning June 2016](#)

Equality Impact Assessment (EIA)

An [Equality Impact Assessment for councillor development](#) at Northampton has been produced.

Councillor development annual report

The councillor development annual report summarises councillor development activities over the past year.

- [Councillor development annual report 2011/2012](#)

Page last reviewed: 31 January 2017

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[Home](#) > [Our support](#) > [Highlighting Political Leadership](#) > [Community leadership](#)

Councillor workbooks

The Local Government Association has produced a series of distance learning materials, covering a number of topics, in the form of workbooks.

- **Business planning and strategic management**
- **Chairing skills**
- **Climate change**
- **Community leadership**
- **Community safety**
- **Creating a 'fit for the future organisation'**
- **Effective member-officer relations**
- **Engaging young people**
- **Facilitation and conflict resolution**
- **Handling casework**
- **Health and safety in the council**
- **Influencing skills**
- **Introduction to planning**
- **Media and communications**
- **Neighbourhood & community engagement**
- **Neighbourhood planning - ward councillors**
- **Performance management**
- **Scrutiny of finance**
- **Stress management & personal resilience**
- **Supporting constituents with complex issues**
- **The effective ward councillor**
- **Working with town and parish councillor**
- **A councillor's workbook on planning**
- **Scrutiny for councillors**
- **Handling complaints for service improvement**
- **Bribery and fraud prevention**

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Member Training and Development

We are committed to supporting our elected Members through the Devon Shared Member Development Service, designed to develop the skills and knowledge they need to serve their constituents.

- The role of an elected Member is one which is constantly changing and throwing up new challenges. By supporting Members to develop their skills and knowledge we are ensuring that, as an organisation, we are meeting the priorities of our strategic plan and the needs of our community.
- The individual learning needs of Members are identified through annual personal development interviews. These requirements are combined with the Shared Member Development Service's need to provide learning and development, national drivers and statutory requirements for learning, and to produce an annual learning and development plan.
- There is a dedicated Senior Workforce Development Advisor who has developed a number of tools and processes that support in identifying learning gaps and providing opportunities to fill them.
- Through the Devon Shared Member Development Service, of which the Council is one of nine partner authorities, the Senior Workforce Development Advisor is able to develop a range of supporting tools along with identifying learning needs across a range of authorities and delivering learning in a shared environment by accessing a central Member Development budget.

Go to the downloads for supplementary information.

MEMBER TRAINING AND DEVELOPMENT ATTENDANCE: MAY 2013 – APRIL 2015

COUNCILLOR	TRAINING EVENT ATTENDED	DATE OF TRAINING
<p>Cllr K J Baldry Member of: Corporate Performance & Resources Scrutiny Panel Vice-chair responsibilities</p>	<p>360° Feedback Interview Scrutiny Skills</p>	<p>6 June 2013 6 December 2013</p>
<p>Cllr T Barber Member of: Economy & Environment Scrutiny Panel Chair responsibilities</p>	<p>Planning Workshop DCC Highways Scrutiny Skills Safeguarding, Child Protection & Vulnerable Adults Let's Talk Planning Understanding and Managing Change</p>	<p>2 October 2013 21 November 2013 6 December 2013 23 January 2014 25 February 2014 15 May 2014</p>
<p>Cllr HD Bastone Member of: Development Management Committee Devon BC Partnership Executive</p>	<p>Housing Market Needs Assessment Workshop 360° Feedback Interview DCC Highways Understanding and Managing Change</p>	<p>30 May 2013 6 June 2013 21 November 2013 15 May 2014</p>
<p>Cllr J H Baverstock Member of: Corporate Performance & Resources Scrutiny Panel Licensing Committee Chair responsibilities</p>	<p>DCC Highways Standards & Code of Conduct Safeguarding, Child Protection & Vulnerable Adults Our Plan – Renewable Energy</p>	<p>21 November 2013 28 November 2013 23 January 2014 21 May 2014</p>
<p>Cllr J I G Blackler Member of: Economy & Environment Scrutiny Panel Licensing Committee</p>	<p>Housing Market Needs Assessment Workshop DCC Highways</p>	<p>30 May 2013 21 November 2013</p>
<p>Cllr I Bramble Member of:</p>	<p>Housing market Needs Assessment Workshop Planning Workshop</p>	<p>30 May 2013 2 October 2013</p>



Committee Report

Date:	6 July 2017
Classification:	For General Release
Title:	Work Programme and Action Tracker
Report of:	Head of Committee and Governance Services
Financial Summary:	There are no financial implications arising from this report
Report Author and Contact Details:	Mick Steward, Head of Committee and Governance Services Tel: 7641 3134; msteward@westminster.gov.uk

1. Executive Summary

- 1.1 Members are asked to consider and note the Work Programme and identify any further items.
- 1.2 Following the last meeting an Action Tracker has been produced to enable the Committee to monitor its previous decisions/action requests.

2. Recommendations

- 2.1 That the draft Work Programme set out below be noted.
- 2.2 That the Action Tracker be noted.

3. Background Information

- 3.1 The production of a work programme is to enable the Committee to review and update its forthcoming work plan at each of its meetings. The current Work Programme set out below is submitted for consideration and updating.
- 3.2 In order to ensure the Committee undertakes its work a programme, at the request of the Chairman, of 3 meetings per annum have been programmed.
- 3.3 The Action Tracker is attached for the Committee to review, as Appendix A.

4. Financial Implications

- 4.1 There are no financial implications.

5. Legal Implications

- 5.1 There are no legal implications arising from this report.

If you have any questions about this report, or wish to inspect one of the background papers, please contact:

Mick Steward, Head of Committee and Governance Services

Tel: 7641 3134; msteward@westminster.gov.uk

Background Papers: None.

Date	Items	Lead Officer
6 July 2017	Review of Member Development Programme – to date	Janis Best
7 December 2017	Outline of Member Induction Programme and Material	Janis Best
15 March 2018	Annual Report on Complaints to the Monitoring Officer	Tasnim Shawkat

Standards Committee Action Tracker

Item	Actions	Officer	Response	Progress
Member Development Programme - Update	Future training dates to be programmed into the civic calendar	Janis Best/ Mick Steward	These will be added to the Programme of Meetings from May 2018	To be reported to GP Committee – Nov 2017
	An update on the development of the Member Development Programme to be reported to the Committee on 6 July 2017	Janis Best	See Report.	On-going
	A single database detailing all training provided to Cllrs be produced.	Janis Best	Under investigation.	On-going
	IT Governance Training	Janis Best	Date to be arranged	To be held in September
Outside Bodies - Governance	A supplementary list detailing Cllrs membership of organisations not categorised as Outside Bodies be produced and included on website.	Mick Steward	This information is contained in the Member Interest forms. It is not considered appropriate to collate this into a separate document.	
	The existing list of Outside Bodies be amended to include details on who the Cllr representative is and the length of appointment.	Mick Steward	This has been completed.	Complete. It will be added to the website shortly
	The Communications department to produce a simple, one page guide for Cllrs on the different types of appointments to Outside Bodies and the potential legal issues involved.	Mick Steward	This is being produced as part of the Handbook being produced for the 2018 Induction Programme	A draft of the Handbook will be submitted to the Committee in November and March

Item	Actions	Officer	Response	Progress
Members Code of Conduct training - Updates	Training sessions to be scheduled for those Cllrs who have not yet attended the Code of Conduct training.	Mick Steward	Further sessions were arranged particularly for Members with day time availability.	These will be included as part of the induction programme
	Make inquiries to assess whether the Lord Mayor is able to announce future training sessions at Full Council during the Mayoral Announcements item.	Mick Steward	Completed.	Complete