

DOCUMENTATION/FUNCTION - MEMBERS CODE OF CONDUCT

<b>IMPLEMENTATION</b>				
<b>Target Population</b>	<b>All Members</b>			
<b>Duty</b>	<p><b>To ensure that all Members are aware of the provisions of the Code, which they must undertake to follow</b></p> <p><b>To put in place arrangements to ensure that Members are not influenced by prejudice, bias or conflict of interest in dealing with different stakeholders and put in place appropriate processes to ensure that they continue to operate in practice</b></p> <p><b>To put in place arrangements to ensure that procedures and operations are designed in conformity with appropriate ethical standards and to monitor their continuing compliance in practice</b></p>			
<b>Training Requirements</b>	<b>Members Training Programme</b>			
<b>Lead Officer</b>	<b>Assistant Director, Law and Governance and Monitoring Officer</b>			
<b>PROCESS</b>	<b>ACTIONS (HOW)</b>	<b>WHEN</b>	<b>OUTPUT</b>	<b>WHO</b>
<b>AWARENESS</b> (keeping it live in people's minds)	Members Training Module  Members Induction  Individual Sessions.  Issues related to interests highlighted to Members ahead of meetings (when apparent) by Monitoring Officer.	Sessions compulsory for every Member every four years.  Training top up provided at least annually	No Complaints upheld against Members.  Members able to demonstrate that they understand the contents of the Code	Assistant Director, Law and Governance        Assistant Director, Law and Governance
	Consultancy advice always available to Members from Monitoring Officer Briefing to all Members on Governance issues including Code of Conduct.	Annual (and for specific issues as necessary)	Members able to demonstrate that they understand the contents of the Code	

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<p>MONITORING (keeping it effective – recording when it happens)</p>	<p>Audit Committee receive report from Monitoring Officer updating them on standards issues.</p> <p>Review entries in the Register of Members Interests.</p>	<p>Every 6 months</p> <p>Every 6 months</p>	<p>Awareness raising</p> <p>Register of Interests up to date and complete for all Members</p>	<p>Assistant Director, Law and Governance</p>
<p>REVIEW (keeping it up to date)</p>	<p>Audit Committee to receive reports from Monitoring Officer re best practice and ongoing developments.</p>	<p>Annual</p>	<p>Any revisions to the Code as agreed by Audit Committee referred to Council for adoption</p>	<p>Assistant Director, Law and Governance</p>