

DRAFT



## ACTION PLAN FOR PROMOTING AND ACHIEVING HIGH ETHICAL STANDARDS

**Our Vision**      **To promote, attain and maintain the highest possible ethical standards from councillors, employees and partners in South Ribble**

	AWARENESS RAISING	ACHIEVING	SKILLED	MANAGING
<b>Our Priority Objectives 2009-11</b>	1. To continue to raise awareness of members, officers, employees and partners and the public of the roles of the Standards Committee and Monitoring Officer and the wider ethical framework.	2. To monitor and report on the operation of the Codes of Conduct and wider ethical issues to ensure the highest possible standards.	3. To ensure that the training and development needs of members, officers and partners are identified and met.	4. To ensure effective procedures for seeking advice, reporting concerns on ethical issues and dealing with complaints about members and that any matters arising are dealt with effectively.
<b>Our Key Targets</b>	TO BE DISCUSSED AT THE STANDARDS COMMITTEE			
<b>Our Key Actions 2009/10</b>	<p>1. Continue to include relevant information in the members' induction pack on the Code of Conduct etc. (HCG)</p> <p>2. Continue to hold one-to-one awareness raising sessions with every member elected in a by-election. (HCG)</p> <p>3. Include regular items in Member News on ethical issues. (LSM)</p> <p>4. Remind members and employees on an annual basis of the need to register/declare interests and gifts &amp; hospitality. (DSM)</p> <p>5. Continue to include ethical issues in relevant information in the Employees' Induction process, including with CMT. (HRM)</p> <p>6. Continue to ensure Connect contains informative and up to date information on standards and ethics. (LSM)</p> <p>7. Include regular items in Forward on ethical issues. (LSM)</p> <p>8. Ensure the Standards and Ethics content on the website is informative and kept up-to-date. (LSM)</p> <p>9. Ensure that Town/Parish Councillors and Clerks have all relevant information on their responsibilities. (LSM)</p> <p>10. Carry out a review of all our existing protocols on ethical issues, identify any gaps and prepare appropriate updated/new documentation. (LSM)</p> <p>11. Carry out a review of our approach to ethical issues in Partnerships/contracts. (LSM)</p> <p>12. Consider the feasibility of using social networking techniques to promote high ethical standards. (LSM)</p>	<p>13. Undertake an annual Citizen's Panel survey on ethical issues. (HCG)</p> <p>14. Include standards and ethics related questions in the biennial Employee Survey. (HRM)</p> <p>15. Centrally record all complaints about officer conduct. (DSM)</p> <p>16. Continue to submit an Annual Report from the Standards Committee to full Council on ethical standards in the authority. (LSM)</p> <p>17. Include relevant questions on standards/ethics in the annual Member Survey. (HCG)</p>	<p>18. Work with the Member Working Group and the Standards Committee to ensure that members' training and development needs are identified. (HCG)</p> <p>19. Deliver the relevant elements of the annual Member Development Plan. (HCG)</p> <p>20. Provide short refresher training sessions on ethical issues for members. (LSM)</p> <p>21. Plan and implement effective Member Induction for after the May 2011 elections. (HCG)</p> <p>22. Include relevant employee training and development in annual corporate training and development plan and implement plan, including on the Officer Code of Conduct. (HRM)</p> <p>23. Ensure that all our key partners are aware of the ethical standards that we expect and that they are fully aware of the requirements of our Whistle Blowing Policy. (HPCE)</p> <p>24. To identify and implement the most effective way of providing our key partners with training on ethical issues. (LSM)</p>	<p>25. Continue to ensure that prompt, effective advice is provided to members on ethical issues. (LSM)</p> <p>26. Ensure that all investigations are undertaken promptly/effectively. (LSM)</p> <p>27. Ensure that all hearings into alleged breaches of the Code of Conduct are dealt with expeditiously, effectively and in accordance with natural justice. (LSM)</p> <p>28. Ensure that the Standards Committee procedures remain effective. (LSM)</p> <p>29. Ensure effective liaison with and support to Town/Parish Councils. (LSM)</p>

### Glossary

HCG	- Head of Corporate Governance
HOPC	- Head of Policy and Community Engagement
HRM	- HR Manager
DSM	- Democratic Services Manager
LSM	- Legal Services Manager