

By: Miss R MacCrone – Independent Chairman
Peter Sass - Head of Democratic Services and Local Leadership

To: Standards Committee – 20 November 2009

Subject: Advice Notes to Members

Summary: To approve updated versions of the four Advice Notes for Members on key aspects of the Code of Conduct and other aspects relating to high standards of ethical conduct.

Unrestricted

Background

1. In the past, the Standards Committee has approved a number of formal Advice Notes for Members on key aspects of the Code of Conduct and other matters affecting ethical standards. These Advice Notes are incorporated in the Members' Handbook, which is provided to all elected and co-opted Members

2. At its meeting on 27 April 2009, the Committee considered and approved revisions to Advice Note No.4 in relation to the application of the Code of Conduct to Development Control. The opportunity has now been taken to update the remaining Advice Notes (attached as Appendices), which are brought before this Committee for approval, as follows:

- (a) Advice Note No.1 – Registering and Declaring Interests, Gifts and Hospitality
- (b) Advice Note No.2 – Member/Officer Relations
- (c) Advice Note No.3 – Complaining about the conduct of another Member of the Council

3. For completeness, Advice Note No.4 – The Application of the Code of Conduct to Development Control, approved by this Committee in April 2009, is also appended to this report, for information.

Recommendation:

4. The Committee is invited to comment on and approve Advice Note No's 1, 2 and 3, as appended to this report.

Peter Sass – Head of Democratic Services and Local Leadership
November 2009