

NOTICE OF MEETING

COMMITTEE : STANDARDS COMMITTEE

DATE : MONDAY, 15 FEBRUARY 2016

TIME : 18:00

**PLACE : COMMITTEE ROOM 3
TOWN HALL, LUTON, LU1 2BQ**

**COUNCILLORS : M. J. DOLLING
HUSSAIN
MOLES
PETTS
WORLDING**

**INDEPENDENT MEMBERS: MR J. JONES (CHAIR)
MR J. HEARNshaw (VICE-CHAIR)
MS P. BRENNAN
MRS M. BRIGGS
MS M. WILLIAMS**

**QUORUM : 5 MEMBERS (INCLUDING AT LEAST 2
INDEPENDENT MEMBERS)**

Contact Officer: MATT HUSSEY (01582 54 6032)

INFORMATION FOR THE PUBLIC


PURPOSE: This Committee considers any allegations that a Member has breached the Council's Code of Conduct for Members, relevant Standing Orders or the National Code of Local Government Conduct; it advises individual Members on matters of conduct; and advises and makes recommendations to the Council on training for Members on issues of conduct.


This meeting is open to the public and you are welcome to attend.

For further information, or to see the papers, please contact us at the Town Hall:

IN PERSON, 9 am to 5 pm, Monday to Friday, or

CALL the Contact Officer (shown above).

An induction loop  facility is available for meetings held in Committee Room 3.

Arrangements can be made for access to meetings for  disabled people.

If you would like us to arrange this for you, please call the Contact Officer (shown above).

AGENDA

<i>Agenda Item</i>	<i>Subject</i>	<i>Page No.</i>
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EMERGENCY EVACUATION PROCEDURE

Committee Rooms 1, 2, 4 & Council Chamber:

Turn left, follow the green emergency exit signs to the main town hall entrance and proceed to the assembly point at St George's Square.

Committee Room 3:

Proceed straight ahead through the double doors, follow the green emergency exit signs to the main Town Hall entrance and proceed to the assembly point at St George's Square.

1. **APOLOGIES FOR ABSENCE**

2. **MINUTES**

2.1 21st December 2015

5 - 8

3. **SECTION 106, LOCAL GOVERNMENT FINANCE ACT 1992**

Those item(s) on the Agenda affected by Section 106 of the Local Government Finance Act 1992 will be identified at the meeting. Any Members so affected is reminded that (s)he should disclose the fact and refrain from voting on those item(s).

4. **DISCLOSURES OF INTEREST**

Members are reminded that they must disclose both the existence and nature of any disclosable pecuniary interest and any personal interest that they have in any matter to be considered at the meeting unless the interest is a sensitive interest in which event they need not disclose the nature of the interest.

A member with a disclosable pecuniary interest must not further participate in any discussion of, vote on, or take any executive steps in relation to the item of business.

A member with a personal interest, which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest, must similarly not participate in any discussion of, vote on, or take any executive steps in relation to the item of business.

Disclosable pecuniary interests and Personal Interests are defined in the Council's Code of Conduct for Members and Co-opted members.

5. **URGENT BUSINESS**
The Chair to report on any business which is considered to be urgent and which should be discussed at the meeting in accordance with Section 100B(4)(b) of the Local Government Act 1972 and to determine when, during the meeting, any such business should be discussed.

REPORTS

6. **COMPLAINTS AGAINST MEMBERS**
(Report of the Service Director Human Resources and Monitoring Officer)
7. **REVIEW OF MEMBERS CODE OF CONDUCT** 9 - 28
(Report of the Service Director Human Resources and Monitoring Officer)
8. **WORK PROGRAMME** 29 - 32
(Report of the Service Director Human Resources and Monitoring Officer)
9. **LOCAL GOVERNMENT ACT 1972, PART VA**
To consider whether to pass a resolution under Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting during consideration of any item listed above if it is likely that if members of the public were present during those items there would be disclosure to them of exempt information falling within the Paragraphs of Part 1 of Schedule 12A to the Local Government Act 1972.

STANDARDS COMMITTEE

14TH SEPTEMBER 2015 at 6.00 p.m.

PRESENT: Mr J. Jones (Independent Member – Chair)
Councillors Hussain, Moles, and Worthing
Ms. P. Brennan, Ms. M. Briggs, Mr. J. Hearnshaw
(Vice Chair) and Ms. M. Williams (Independent
Members)

12 APOLOGIES FOR ABSENCE (REF: 3)

Apologies for absence were received on behalf of Councillor Dolling, Ms P Brennan and Ms M Williams.

13. MINUTES (REF: 2.1)

Resolved: That the Minutes of the meeting of the Committee held on 14th September 2015 be taken as read, approved as a correct record and the Chair be authorised to sign them.

14. MEDIA PROTOCOL (REF: 5)

The Press and PR Manager presented a report asking Members to consider a suggested media protocol. Following the last meeting of the Committee the Protocol had been amended to reflect the suggestions made by Members.

Following discussion, it was concluded that any investigations involving the Police would be covered by point 1 in the protocol – that the Chair of the Committee and the Monitoring Officer would agree what information could be released to the Media.

Resolved: That the protocol attached at appendix A to the report of the Press and PR Manager (Ref: 5) to govern how the committee will manage media and press interest in code of conduct cases referred to it be agreed.

15. REVIEW OF PROCESS FOR GRANT OF DISPENSATION(S) FOR MEMBERS) (REF: 6)

The Service Director Human Resources and Monitoring Officer presented a report to the Committee relating to the process of applying for and granting dispensations to Members (including co-opted Members).

The Committee was advised that the three Group Leaders had been consulted it had been suggested by them that all requests for dispensations should be considered and decided by the Standards Committee.

In cases of special urgency, the Monitoring Officer should be asked to take on the role in consultation with the Chair of this Committee.

Resolved: (i) That the Service Director Human Resources and Monitoring Officer be appointed as the Proper Officer for receiving written requests for dispensations;

(ii) That the Constitution be amended to provide that the Standards Committee considers requests for dispensations for all Members, other than in relation to urgent Executive business;

(iii) That the Service Director Human Resources and Monitoring Officer be authorised to consider requests in relation to urgent Executive business, in consultation with the Chair of Standards Committee or, in their absence, the Vice-chair of Standards Committee;

(iv) That the Constitution be amended to reflect the above and updated to refer to the legal provisions which apply under the 2011 Act.

16 APPLICATION FOR GRANT OF DISPENSATION IN RELATION TO TRADE UNION MOTION (REF: 7)

The Service Director Human Resources and Monitoring Officer presented a number of reports to the Committee on this item to enable the Committee to consider applications received from Councillors in relation to the forthcoming motion to Council relating to the Trade Union Bill on the following grounds:

1. That without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business;
2. That without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business.

A number of Councillors had applied for the dispensation on the basis of trade union membership, trade union sponsorship and in one case as a trustee of a trade union.

Resolved: (i) That the applications for the grant of dispensation by the following Councillors be approved on grounds 1 and 2 referred to above for the Council Meeting on 19th January 2016 in relation to the motion relating to the Trade Union Bill:

Councillors Agbley, Akbar, M. Ayub, N. Ayub, Burnett, Castleman, R. J. Davis, Farooq, Green, Gurbuz, Hopkins, Hussain, A. Khan, Lewis, Malcolm, T. Malik, O' Callaghan, Rafiq, Rathore, Riaz, Rivers, Roden, Rowlands, Dr. R. Saleem, S. Saleem, Shaw, Simmons, D. Taylor, J. Taylor, Timoney, Waheed and Worlding.

(ii) That the Service Director Human Resources and Monitoring Officer be authorised to approve the remaining 3 Councillors (on the same grounds as (i) above under her delegated powers prior to the meeting on 19th January 2016.

(NB: Councillors Hussain and Worlding declared personal interests in this item as they had applied for a dispensation and left the meeting during consideration of the item)

(Note: The meeting ended at 5.55 p.m.)

COMMITTEE: STANDARDS

DATE: 15 FEBRUARY 2016

SUBJECT: REVIEW OF MEMBERS CODE OF CONDUCT

REPORT BY: SERVICE DIRECTOR (HR) & MONITORING OFFICER

CONTACT OFFICER: ANGELA CLARIDGE EXT 6291

IMPLICATIONS:

LEGAL

COMMUNITY SAFETY

EQUALITIES

ENVIRONMENT

FINANCIAL

CONSULTATIONS

STAFFING

OTHER

WARDS AFFECTED: ALL

PURPOSE

1. For Standards Committee to review the existing Members Code of Conduct, and suggest any revisions for submission to Full Council for approval.

RECOMMENDATION(S)

2. **Committee is recommended to request the Monitoring Officer to make amendments to the Members Code of Conduct for subsequent approval at Full Council.**

BACKGROUND

3. Under the Localism Act 2011 Councils are required to adopt a code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity. The Localism Act requires that a Member Code of Conduct must, “when viewed as a whole” be “consistent with the following principles”:

- selflessness;
- integrity;
- objectivity;
- accountability;
- openness;
- honesty;
- leadership..

4. In addition, the Localism Act requires that a Member Code of Conduct must include “the provision the authority considers appropriate in respect of the registration in its register, and disclosure, of – pecuniary interests; and interests other than pecuniary interests.”

REPORT

5. The existing Members Code of Conduct was approved by Full Council on 20 February 2013.
6. The Code is now three years old and the Committee is asked to review its suitability and suggest any amendments. A suggested amended Code is included in appendix A – the amendments are included as “track changes”.
7. The three Council Group Leaders have been consulted and are keen to make it specific in the policy when an elected member is operating in the capacity as an elected member, and when it’s a personal capacity.
8. Additionally further clarification is included relating to declaring interests.

APPENDIX

9. The following appendix is attached to this report:

Appendix A – Draft Code of Conduct for Members & Co-opted Members

LIST OF BACKGROUND PAPERS **LOCAL GOVERNMENT ACT 1972, SECTION 100D**

None



LUTON BOROUGH COUNCIL

CONSTITUTION

PART 9

CODE OF CONDUCT FOR MEMBERS AND CO-OPTED MEMBERS

LUTON BOROUGH COUNCIL

The Code of Conduct for Members and Co-opted Members

Approved by the Council on

Issue Ref: CON/09/06
Issue Date: xx.0x.16
Page No: 2
Number of Pages: 9

Part 1: General provisions

1 Introduction and Interpretation#

1.1 This Code applies to all Members of the Authority.

1.2 Members should read this code together with any other relevant Guidance.

1.3 it is the responsibility of all Members to comply with this Code.

1.4 in this Code:-

(a) “Meeting” means any meeting of:-

- (i) the Authority;
- (ii) the Executive of the Authority; and
- (iii) any of the Authority’s or the Executive’s Committees, Sub-Committees, Joint Committees, Joint Sub-Committees or Area Committees; and

(b) “Member” includes a Co-Opted Member and an appointed member.

2 Scope

2.1 Subject to paragraphs 2.2 and 2.5 of this Part 1 of this Code all Members must comply with this Code whenever they:-

- (a) conduct the business of the Authority (which in this Code includes the business of the office to which the Member is elected or appointed); or
- (b) act, claim to act or give the impression that the Member is acting as a representative of the Authority,

and references to a Member’s official capacity shall be construed accordingly.

2.2 Subject to paragraphs 2.3.and 2.4 of this Part 1 of this Code, this Code does not have effect in relation to a Member’s conduct other than where it is in his/her official capacity.

2.3 In addition to having effect in relation to conduct in a Member’s official capacity, paragraphs 5.6, 5.7 and 5.12 of Part 1 of this Code. also have effect, at any other time, where hat conduct constitutes a criminal offence for which the Member has been convicted.

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- 2.4 Conduct to which this Code applies (whether that is conduct in the Member's official capacity or conduct mentioned in paragraph 2.3 of this Part 1 of this Code) includes a criminal offence for which the Member is convicted (including an offence the member committed before the date on which he/she took office, but for which the Member is convicted after that date).
- 2.5 Where a Member acts as a representative of the Authority:-
- (a) on another relevant Authority, a Member must, when acting for that other Authority, comply with any other Authority's Code of Conduct; or
 - (b) on any other body, the Member must, when acting for that other body, comply with the Authority's Code of Conduct (this Code of Conduct) except insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

5 Every Member of Luton Borough Council must:

5.1 provide leadership to the Authority and communities within its area, by personal example;

5.2 respect others and not bully any person;

5.3 not do anything which may cause the Authority to breach its equality duties or be in breach of any of the equality enactments (for example but not by way of limitation the Equality Act 2010);

5.4 not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority;

5.5 respect the confidentiality of information received by him/her as a Member:-

- (a) not disclosing information given to the Member in confidence by anyone, or information obtained by the member which he/she believes, or ought reasonably to be aware, is of a confidential nature to third parties unless
 - (i) the Member has the consent of a person authorised to give it;
 - (ii) required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party

agrees not to disclose the information to any other person; or

- (iv) where there is a clear and overriding public interest in doing so and the disclosure is made in good faith and in compliance with the reasonable requirements of the Council; and

- (b) not obstructing third parties' legal rights of access to information;

5.6 not conduct themselves in a manner which could reasonably be regarded as bringing his/her office or the Authority into disrepute;

5.7 not use or attempt to use his/her position as a Member improperly to confer on or secure for themselves or for any other person, an advantage or disadvantage;

5.8 when using or authorising the use by others of the resources of the Authority;

- (a) act in accordance with the Authority's reasonable requirements; and
- (b) ensure that such resources are not used improperly for political purposes (including party political purposes);

5.9 exercise his/her own independent judgement, taking decisions for good and substantial reasons:-

- (a) attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups;
- (b) paying due regard to the advice of officers, in particular to the advice of the statutory chief officers and specifically the Chief Finance Officer and the Monitoring Officer in fulfilling their roles; and
- (c) stating the reasons for decisions where those reasons are not otherwise apparent;

5.10 submit themselves to whatever scrutiny is appropriate to his/her office;

5.11 whilst exercising his/her duties, ensure that they uphold the rule of law; and

5.12 not intimidate or attempt to intimidate any person who is or is likely to be:-

- (a) a complainant;
- (b) a witness; or
- (c) involved in the administration of any investigation or proceedings:

in relation to any allegation that the Member or any other Member has failed to comply with this Code of Conduct; or
- (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of the Authority.

Part 2: Registration, Disclosure and Duties on Interests held by a Member

A. Disclosable Pecuniary Interests

Every Member of Luton Borough Council must:

1. comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which they have a Disclosable Pecuniary Interest, as defined by the Localism Act 2011 and set out at Table 1 in the Schedule to this Code,
2. ensure that his/her Register of Interests is kept up to date and notify the Monitoring Officer in writing with twenty eight (28) days of becoming aware of any change in respect of his/her Disclosable Pecuniary Interests,
3. make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any Meeting at which he/she is present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent (unless the interest is a sensitive interest in which event they need not disclose the nature of the interest),
4. if a Member has disclosed a Disclosable Pecuniary Interest whether or not the same has been registered the Member may not, unless he/she has obtained a Dispensation:-
 - (a) participate, or participate further, in any discussion of the matter or vote at the meeting; or
 - (b) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting; and
5. recognise that “meeting” means any meeting organised by or on behalf of the Authority, including:-
 - (a) any meeting of the Council, or a Committee or Sub-Committee of Council;
 - (b) taking a decision as a Ward Councillor or as a Member of the Executive;
 - (c) any briefing by Officers; and
 - (d) any site inspection to do with business of the Authority.

B. Personal Interests: other pecuniary interests and interests other than Disclosable Pecuniary Interests

Every Member of Luton Borough Council must:

- 1 in addition to the requirements at A. above, if he/she attends a meeting at which any item of business is to be considered and he/she is aware that he/she has a Personal Interest in that item, he/she must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.
- 2 recognise that he/she will have a pecuniary interest or an interest other than a pecuniary interest (a "Personal Interest") in an item of business where:-
 - (a) a decision in relation to that item of business might reasonably be regarded as affecting the well being or financial standing of:-
 - (i) himself/herself;
 - (ii) a member of his/her family;
 - (iii) a person* with whom he/she has a close association; or
 - (iv) a person* from whom he/she has in the previous twelve months (12) received a gift or hospitality with an estimated value of at least £100 as a Member (other than when as part of his/her approved duties)to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which they have been elected (or otherwise of the Authority's administrative area); or
 - (b) it relates to or is likely to affect any of the interests listed in the Table 1 in the Schedule to this Code, but in respect of a member of his/her family (other than his/her spouse, civil partner or person with whom he/she is living as spouse or civil partner) or a person with whom he/she has a close associationand that interest is not a Disclosable Pecuniary Interest,
- 3 it relates to or is likely to affect:-

* A person includes a natural person and also a legal person in the form of a company, a charitable, other incorporated body or, for these purposes, an unincorporated association

- (a) any body of which he/she is a member or in a position of general control or management and to which he/she is appointed or nominated by the Authority
 - (b) any body:-
 - (i) exercising functions of a public nature;
 - (ii) directed to charitable purposes; or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which he/she is a member or in a position of general control or management
 - (c) any person or body who employs or has appointed him/her or
 - (d) the interests of any person from whom he/she received a gift or hospitality with an estimated value of at least £100; or
- 4 a decision in relation to that business might reasonably be regarded as affecting the Member's well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other Council Tax payers, ratepayers or inhabitants of the Ward affected by the decision;
- 5 note that a "relevant person" is:-
- (i) a member of the Member's family or any person with whom he/she has a close association;
 - (ii) a person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (iii) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (iv) any body of a type described in paragraph 3(a) or 3(b)(i) or (ii) of this Part B to this Part 2 of this Code; and
- 5 note that personal interests of the kind listed in the Table 2 in the Schedule to this Code may be added to the Member's Register of Interests for reasons of openness and transparency.

C. Disclosure of Personal Interests which are not Disclosable Pecuniary Interests

- 1 Subject to paragraphs 2 to 5 to this Part C of this Part 2 of this Code where a Member has a Personal Interest in any business of the Authority and he/she attends a meeting of the Authority at which the business is considered, he/she must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- 2 Where a Member has a Personal Interest in any business of the Authority which relates to or is Likert to affect a person described in paragraph 3(a) or 3(b)(ii) of Part B to this Part 2 to this Code, the Member need only disclose to the meeting the existence and nature of that interest when he/she addresses the meeting on that business.
- 3 Where a Member has a Personal interest in any business of the Authority of the type mentioned in paragraph 3(d), the Member need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three (3) years before the date of the meeting.
- 4 Paragraph 1 of this Part C of this Code only applies where the Member is aware or ought reasonably to be aware of the existence of the Personal Interest.
- 5 Where a Member has a Personal Interest but, by virtue of paragraph 3 to Part 3 of this Code, sensitive information relating to it is not registered in the Authority's Register of Interests, the Member shall indicate to the meeting hat he/she ahs a Personal interest, but need not disclose the sensitive information to the meeting.

D Prejudicial Interest Generally

- 1 Subject to paragraph 2 to this Part D of this Part 2 of this Code where a Member has a Personal Interest in any business of the Authority he/she also has a Personal Interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice his/her judgement of the public interest.
- 2 A Member does not have a Prejudicial Interest in any business of the Authority where that business:-
 - (a) does not affect his/her financial position or the financial position of a person or body described in paragraph 3 or 4 to Part B of this Part 2 of this Code;

- (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to that Member or any person or body described in paragraph 3 to Part B of this Part 2 of this Code;
- (c) relates to the functions of the Authority in respect of:-
 - (i) housing, where the Member is a tenant of the Authority provided that those functions do not relate particularly to his/her tenancy or lease
 - (ii) school meals or school transport and travelling expenses, where the Member is a parent or guardian of a child in full time education, or is a parent governor of a school, unless it relates particularly to the school which the child attends
 - (iii) statutory sick pay under Part IX of the Social Security Contributions and Benefits Act 1992, where the Member is in receipt of, or is entitled to the receipt of, such pay
 - (iv) an allowance, payment or indemnity given to Members
 - (v) any ceremonial honour given to Members and
 - (vi) setting Council Tax or a precept under the Local Government Act 1992.

E Prejudicial Interests arising in relation to Overview and Scrutiny Board

- 1 A Member has a Prejudicial Interest in any business before the Overview and Scrutiny Board (or of a Committee thereof) where:-
 - (a) that business relates to a decision made (whether implemented or not) or taken by the Authority' Executive or another Local Authority's Committees, Sub-Committees, Joint Committees or Joint Sub-Committees; and
 - (b) at the time the decision was made or action was take, the Member was a member of the Executive, Committee, Sub-Committee, Joint Committee or Joint Sub-Committee mentioned in (a) above and the Member was present when that decision was made or action was take.

F Effect of Prejudicial Interests on participation

- 1 Subject to paragraph 2 to this this Part F to Part 2 to this Code, where a Member has a Prejudicial Interest in any business of the Authority:-
 - (a) the Member must withdraw from the room or chamber where a meeting considering the business is being held:-
 - (i) in a case where (ii) below applies, immediately after making representations, answering questions or giving evidence; and
 - (ii) in any other case, whenever it becomes apparent that the business is ebbing considered at the meeting (

unless the Member has obtained a dispensation;
 - (b) the Member must not exercise functions in relation to that business; and
 - (c) the Member must not seek improperly to influence a decision about that business.
- 2 Where a Member has a Prejudicial Interest in any business of the Authority, the Member may attend a meeting (including a meeting of the Overview and Scrutiny Board or of a Committee or Sub-Committee thereof) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the Public are also allowed to attend the meeting for the same purpose, whether or not under a statutory right or otherwise.

G. Compliance with Standing Orders relating to Interests

Every Member of Luton Borough Council must:

1. in addition to the requirements above, comply with any and all obligations contained within the Council's standing orders, namely:-
 - (a) Council Procedure Rules; and
 - (b) Executive Procedure Rulesrelating to interests.

Part 3 Registration of a Member's Interests

1 Registration of Disclosable Pecuniary Interests

- 1.1 Subject to paragraph 3 a Member must within twenty eight (28) days of:-

- (a) this Code being adopted or applied by the Authority; or
- (b) the election or appointment of the Member (where this is later)

notify the Monitoring Officer in writing of any Disclosable Pecuniary Interest which he/she may have at that time.

- 1.2 Subject to paragraph 3 a Member must, within twenty eight (28) days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Monitoring Officer in writing of the new Disclosable Pecuniary Interest or change.

2 Registration of Personal Interests that are not Disclosable Pecuniary Interest

- 2.1 Subject to paragraph 3 a Member must within twenty eight (28) days of:-

- (a) this Code being adopted or applied by the Authority; or
- (b) the election or appointment of the Member (where this is later)

register in the Register of Interests (maintained under section 81(1) Local Government Act 2000) details of the Member's Personal Interests where they fall within a category mentioned in paragraph 3 to Part B to part 2 of this Code, by providing written notice to the Monitoring Officer.

- 2.2 Subject to paragraph 3 of this Part 3 a Member must within twenty eight (28) days of becoming aware of any new Personal Interest or change to any Personal Interest registered under paragraph 2.1 of this Part 3, register details of that new Personal Interest or change by providing written notification to the Monitoring Officer.

3 Sensitive Information

- 3.1 Where a Member considers that the information relating to his Personal Interests or Disclosable Pecuniary Interests is sensitive information, and the Monitoring Officer agrees, the Member need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 3 to Part B to part 2 of this Code.
- 3.2 A Member must, within twenty eight (28) days of becoming aware of any change of circumstances which means that information excluded under paragraph 3.1 is no longer sensitive information, notify the

Monitoring Officer asking that the information be included in the Member's Register of Interests.

- 3.3 In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that the Member or a person who lives with him/her may be subjected to violence or intimidation.

4 Gifts and Hospitality

- 4.1 Every Member of Luton Borough Council must for inclusion in the Register of Interests for a period of three (3) years, notify the Monitoring Officer within twenty eight (28) days and in writing of the receipt of any gift, benefit or hospitality with a value in excess of £100 which they have accepted as a Member from any person or body other than the Authority.
- 4.2 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved for this purpose as set out in the Council's protocol on gifts and hospitality.

<p style="text-align: center;">TABLE 1</p> <p style="text-align: center;">Disclosable Pecuniary Interests (under The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012)</p>	
1. Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
2. Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
3. Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
4. Land	Any beneficial interest in land which is within the area of the relevant authority
5. Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
6. Corporate tenancies	<p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
7. Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p>

	<p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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In the above—

“the Act” means the [Localism Act 2011](#);

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of [a registered society within the meaning given by [section 1\(1\)](#) of the Co-operative and Community Benefit Societies Act 2014, other than a society registered as a credit union];

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the [Financial Services and Markets Act 2000](#) and other securities of any description, other than money deposited with a building society.

TABLE 2 Other Interests (Voluntary addition)	
8. Public Bodies	Bodies of which you are a member or hold a position of general control or management which exercise functions of a public nature
9. Charitable bodies	Bodies of which you are a member or hold a position of general control or management which are directed to charitable purposes
10. Bodies which influence public opinion or policy	Bodies of which you are a member or hold a position of general control or management whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

COMMITTEE: STANDARDS

DATE: MONDAY 15TH FEBRUARY 2016

SUBJECT: COMMITTEE WORK PROGRAMME

REPORT BY: MONITORING OFFICER

CONTACT OFFICER: ANGELA CLARIDGE

TEL: 01582 546291

IMPLICATIONS:

LEGAL ☐

COMMUNITY ☐

SAFETY

EQUALITIES ☐

ENVIRONMENT ☐

FINANCIAL ☐

OTHER ☐

STAFFING ☐

OTHER

WARDS AFFECTED: NONE

PURPOSE

1. The purpose of this report is to update the Committee of the details of the latest version of its Work Programme and to revise it as necessary in light of the progress made on the work of the Committee.

RECOMMENDATION (S)

2. The Committee is requested to determine its future Work Programme.
3. The Committee is recommended to note the content of the Work Programme.

REPORT

4. The Committee will regularly consider its Work Programme and update it to take account of the decisions made by the Committee and other changes made in light of developing work on topics and other matters.
5. The Committee's Work Programme will be included in the Agenda for each meeting to ensure that members of the Committee are aware of forthcoming items and of progress made on the work of the Committee. Attached as Appendix A is the current version of the Committee's Work Programme.

APPENDIX

6. Appendix A - Current version of the Committee's Work Programme.

LEGAL IMPLICATIONS

7. There are no legal implications to this report.

EQUALITIES IMPLICATIONS

8. There are no equalities implications to this report.

FINANCIAL IMPLICATIONS

9. There are no financial implications to this report.

LIST OF BACKGROUND PAPERS

LOCAL GOVERNMENT ACT 1972, SECTION 100D

There are no background papers to this report.

**LUTON BOROUGH COUNCIL
STANDARDS COMMITTEE
WORK PROGRAMME**

APPENDIX A

Updated: February 2016

	May 2016	
1.	ELECTION OF CHAIR	
2.	APPOINTMENT OF MEMBERS WHOME OFFICERS ARE REQUIRED TO CONSULT BEFORE TAKING URGENT ACTION FOR WHICH POWER IS NOT DELEGATED TO OFFICER(S)	Monitoring Officer
3.	MEMBERSHIP OF THE (A) LOCAL ASSESSMENT, (B) LOCAL ADJUDICATION PANEL	Monitoring Officer
	June 2016	
	Standing Items:	
	Complaints Against Members – oral update	Monitoring Officer
	Work programme update – Written report	Monitoring Officer
1.	Annual Report – (Members Attendance) Chair – Written report	Chair
2.	Whistle Blowing Policy	Monitoring Officer
3.	Media Protocol	Press and PR Mgr.
	Standing Items:	
4.	Complaints Against Members – oral update	Monitoring Officer
5.	Work programme update – Written report	Monitoring Officer
	15th February 2016	
1.	Code of Conduct	Monitoring Officer
	Standing Items:	
2.	Complaints Against Members – oral update	Monitoring Officer
3.	Work programme update – oral update	Monitoring Officer

