



## Annual Return form - 2010

**Authority name** Bolsover District Council  
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### PART 1: COMMUNICATION

#### Annual Report

#### Does the standards committee produce an annual report?

Yes

#### What does the report contain?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> A personal statement by the standards committee chairman | <input type="checkbox"/> Information about the members of the standards committee                          |
| <input type="checkbox"/> The role of the standards committee                                 | <input type="checkbox"/> The standards committee terms of reference  |
| <input type="checkbox"/> Information about the Code of Conduct                               | <input checked="" type="checkbox"/> Statistical information about complaints that have been received       |
| <input type="checkbox"/> Information about the length of time taken dealing with complaints  | <input type="checkbox"/> A summary of complaints which have led to investigation, sanction or other action |
| <input type="checkbox"/> Details about training/events provided                              | <input type="checkbox"/> The forward work plan of the standards committee                                  |
| <input type="checkbox"/> Other   |  |

#### How is the standards committee annual report circulated?

- |  |  |
|--|--|
| <input type="checkbox"/> Sent to all senior officers                                 | <input type="checkbox"/> Sent to all members   |
| <input type="checkbox"/> Sent to parish/town councils                                | <input type="checkbox"/> Available on the authority intranet   |
| <input type="checkbox"/> Available as a specific item on the authority website       | <input checked="" type="checkbox"/> Available in the standards committee papers published on the authority website |
| <input checked="" type="checkbox"/> Included as a full authority meeting agenda item | <input type="checkbox"/> Publicised in local press   |
| <input type="checkbox"/> Distributed to households                                   | <input type="checkbox"/> Available at authority offices  |
| <input type="checkbox"/> Not circulated outside of the standards committee           | <input type="checkbox"/> Other   |

**The report is "Available in the standards committee papers published on the authority website", please provide the web address.**

javascript:WebForm\_DoPostBackWithOptions(new WebForm\_PostBackOptions("ctl13", "", false, "", "/publicagendaviewer/Default.aspx?Committee=Standards", false, true))

#### Publicising Complaints

#### How can the public access information about how to make a complaint against a member?

- |   |  |
|---|--|
| <input type="checkbox"/> Through a 'compliments and complaints' type section of the council website | <input checked="" type="checkbox"/> Through the standards committee section of the website |
| <input checked="" type="checkbox"/> Complaints leaflets available from the authority                | <input checked="" type="checkbox"/> Included as part of a council newsletter               |
| <input type="checkbox"/> Advertised through parish councils   | <input type="checkbox"/> Information is not available to the public                        |
| <input type="checkbox"/> Other  |  |

**The information is on "standards committee section of the website", please provide the web address.**

<http://www.bolsover.gov.uk/default.aspx?page=8329>

## How can the public access information about the outcome of initial assessment decisions?

- |  |   |
|--|---|
| <input type="checkbox"/> Written summary available for public inspection                 | <input type="checkbox"/> All initial assessment decisions are publicised in the local press |
| <input type="checkbox"/> Publicised in the local press only if the subject member agrees | <input type="checkbox"/> Assessment decisions published on the authority website            |
| <input checked="" type="checkbox"/> Articles published in the authority newsletter       | <input type="checkbox"/> Other  |

## How can the public access information about the outcome of investigations?

- |   |   |
|---|---|
| <input type="checkbox"/> Hearings are open to the public  | <input type="checkbox"/> All investigation outcomes are publicised in the local press |
| <input checked="" type="checkbox"/> Publicised in the local press only if the subject member agrees | <input type="checkbox"/> Published on the authority website                           |
| <input type="checkbox"/> Decision notices are available for public inspection                       | <input type="checkbox"/> Articles in the authority newsletter                         |
| <input type="checkbox"/> Other  |   |

## Do you have a mechanism in place for measuring the satisfaction of all those involved in allegations of misconduct? For example the member, complainant and witnesses.

No

### Communicating the role and work of the standards committee and standards generally

## What does the authority do to promote the work of the standards committee and standards generally to the rest of the authority (i.e. internally)?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Dedicated standards committee pages on intranet                          | <input type="checkbox"/> Standards committee has its own newsletter / bulletin                          |
| <input checked="" type="checkbox"/> Standards committee issues briefing notes                                | <input type="checkbox"/> Articles in employee newsletter / bulletin / newspaper                         |
| <input checked="" type="checkbox"/> Standards committee independent members observe other authority meetings | <input type="checkbox"/> Standards committee independent members contribute to other authority meetings |
| <input type="checkbox"/> Other   |   |

## How can the public access information about your standards committee?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Dedicated standards committee section on the authority website     | <input type="checkbox"/> Within 'council and democracy' type section of website                                |
| <input type="checkbox"/> Ethical standards issues have been included in the local press / media        | <input type="checkbox"/> Standards committee minutes, agendas, and reports are available to the public         |
| <input type="checkbox"/> Leaflets and/or posters are placed in public buildings                        | <input checked="" type="checkbox"/> Places articles in the authority newsletter / bulletin / other publication |
| <input checked="" type="checkbox"/> Standards committee meetings are observed by members of the public | <input type="checkbox"/> Information is not available to the public  |
| <input type="checkbox"/> Other   |  |

## Please provide the web address for the standards committee section on the authority website.

<http://www.bolsover.gov.uk/default.aspx?page=8329>

## What else does the authority do to promote the work of the standards committee and standards generally to the public and other partners?

Engagement with the Local Strategic Partnership (LSP) concerning their ethical framework. Clear reference to role and function of Standards Committee in the Partnership Toolkit. This must be completed for each significant partnership entered by the Authority. Bi annual trianign given to all 14 Parish Councils emphasising the tethical framework and role of Standards Committee. Considering re use of the Citizens Panel to gauge awareness.

## PART 2: INFLUENCE

### How does the standards committee communicate ethical issues to the senior figures within your authority (for example the Chief Executive and Leader of the Authority, Party Leaders)?

- |  |   |
|--|---|
| <input type="checkbox"/> Formal meetings between standards committee members and senior figures specifically set up to discuss standards | <input checked="" type="checkbox"/> Informal discussion on particular standards issues  |
| <input checked="" type="checkbox"/> Senior figure attendance at standards committee meetings   | <input checked="" type="checkbox"/> Monitoring Officer is a member of or attends Corporate Management Team (or equivalent) meetings |
| <input type="checkbox"/> Executive or senior member has portfolio responsibility for standards   | <input checked="" type="checkbox"/> Chair (or other standards committee member) addresses full authority meeting(s)                 |
| <input checked="" type="checkbox"/> Other  |   |

#### Describe the "Other" communication methods.

The involvement of both the co-opted Chair of Standards Committee and the CEO, Chief Financial Officer, the Deputy Leader and the Leader of the Opposition in the recruitment of new co-opted members of Standards Committee. This is in addition to the Monitoring Officer.

### How do the senior figures in your authority demonstrate strong ethical values?

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Through a strongly promoted whistle-blowing policy | <input checked="" type="checkbox"/> By ensuring there are references to ethics in the authority vision / objectives |
| <input checked="" type="checkbox"/> Demonstrating appropriate behaviours               | <input type="checkbox"/> Senior figure(s) makes personal commitment to standards in statements to public/employees  |
| <input type="checkbox"/> Through any other method                                      |   |

### Does your authority have a protocol for partnership working that outlines the standards of behaviour expected of all those working in partnership?

Yes

### What mechanisms does the authority use for dealing with member/officer and/or member/member disputes?

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Informal discussion/mediation          | <input checked="" type="checkbox"/> Monitoring Officer mediation                   |
| <input checked="" type="checkbox"/> Chair of standards committee mediation | <input checked="" type="checkbox"/> Senior figure mediation (e.g. Chief Executive) |
| <input checked="" type="checkbox"/> Advice from Human Resources department | <input checked="" type="checkbox"/> Solicitor / legal adviser consulted            |
| <input type="checkbox"/> Informal hearing                                  | <input type="checkbox"/> No mechanisms other than normal complaints process        |
| <input checked="" type="checkbox"/> Other                                  |  |

#### Describe the "Other" mechanisms used.

In appropriate circumstances, involving the relevant Party Leader.

## PART 3: TRAINING AND SUPPORT

**Between 1 April 2009 and 31 March 2010, has the authority assessed the training and development needs of authority members in relation to their responsibilities on standards of conduct?**

Yes

**If yes, what needs were identified?**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Introduction to the Code of Conduct           | <input checked="" type="checkbox"/> Elements of the Code of Conduct |
| <input type="checkbox"/> The role and responsibilities of the standards committee | <input type="checkbox"/> Ethical governance/behaviour               |
| <input type="checkbox"/> None   | <input type="checkbox"/> Other                                      |

**What training/support was provided during the period 1 April 2009 to 31 March 2010?**

- |   |  |
|---|--|
| <input type="checkbox"/> Introduction to the Code of Conduct                  | <input type="checkbox"/> Elements of the Code of Conduct |
| <input type="checkbox"/> Role and responsibilities of the standards committee | <input type="checkbox"/> Ethical governance/behaviour    |
| <input type="checkbox"/> None   | <input checked="" type="checkbox"/> Other                |

**Describe the "Other" training/support provided.**

Support was given in terms of advice on interests to individual councillors and to formal meetings where necessary.

**Who received training/support?**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Standards committee chair   | <input checked="" type="checkbox"/> Independent members   |
| <input checked="" type="checkbox"/> Other standards committee members   | <input checked="" type="checkbox"/> All authority members |
| <input checked="" type="checkbox"/> Specific authority members with particular needs (e.g. new members, planning committee members) | <input type="checkbox"/> Other                            |

**What methods were employed to give training/support?**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Internal training (presentations/seminars/workshops) | <input type="checkbox"/> External trainer/speaker                     |
| <input checked="" type="checkbox"/> One on one training                                  | <input type="checkbox"/> Joint/regional training event                |
| <input type="checkbox"/> Online learning   | <input checked="" type="checkbox"/> Guidance notes/briefing materials |
| <input checked="" type="checkbox"/> Standards for England materials                      | <input type="checkbox"/> Ethical governance toolkit                   |
| <input type="checkbox"/> Other   |   |

**What other training/support has been provided on areas of an authority member's role or activities they may engage in?**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Charing skills                 | <input type="checkbox"/> Lobbying                                |
| <input type="checkbox"/> Predetermination, Predisposition and bias | <input type="checkbox"/> Blogging and/or the use of social media |
| <input type="checkbox"/> Electioneering                            | <input type="checkbox"/> Freedom of Information (FOI)            |
| <input type="checkbox"/> None                                      | <input type="checkbox"/> Other                                   |

**In general, how well attended was the training provided?**

75% or more of those invited

**Please give a brief overview of how standards issues are covered in your induction process for new members of the authority?**

Part of the first day of the Induction following elections is to cover the basics on the code of conduct. This is done by the Monitoring Officer, Deputy Monitoring officer and other members of Legal Services using Standards for England materials. This is followed

up later in the year by further training sessions and the support/advice described above throughout the term of office. The next elections are in May 2011 and we are currently planning the induction process.

## **PART 4: INVESTIGATIONS**

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**Have any investigations been completed during the period 1 April 2009 - 31 March 2010?** Yes

**How many investigations have been completed during this period?**

3

**Have any of the investigations used external investigators?** No

**Of the investigations completed during the period, for how many have external investigators been used?**

Nothing selected

**Please provide a brief overview of the processes you have in place to ensure the quality of local investigations.**

The Monitoring Officer receives regular updates from investigators as to progress and issues. The draft report is seen by the Monitoring Officer to give a check and balance on the quality of reports. The last report submitted to a determination hearing was complimented on being thorough.

## PART 5: RELATIONSHIPS WITH PARISH AND TOWN COUNCILS

**Has your authority provided training for parish councillors during the period 1 April 2009 to 31 March 2010?**

Yes

**If yes, what topics did the training cover?**

- |  |   |
|--|---|
| <input type="checkbox"/> Freedom of Information (FOI)                  | <input type="checkbox"/> Confidential information                 |
| <input type="checkbox"/> Planning                                      | <input type="checkbox"/> Lobbying                                 |
| <input checked="" type="checkbox"/> Dual-hatted members                | <input checked="" type="checkbox"/> The Code of Conduct generally |
| <input checked="" type="checkbox"/> Personal and prejudicial interests | <input checked="" type="checkbox"/> Bullying                      |
| <input type="checkbox"/> Other   |   |

**What methods were employed to give training/support?**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Internal training (presentations/seminars/workshops) | <input type="checkbox"/> External speakers                            |
| <input checked="" type="checkbox"/> One on one training                                  | <input type="checkbox"/> Joint/regional event                         |
| <input checked="" type="checkbox"/> Guidance notes/briefing materials                    | <input checked="" type="checkbox"/> Standards for England's materials |
| <input type="checkbox"/> CALC speakers   | <input type="checkbox"/> Part of wider parish liaison meeting         |
| <input type="checkbox"/> Other   |   |

**In general, how well attended was the training for parish councillors?**

50-75% of those invited

**Has your authority provided training for parish clerks during the period 1 April 2009 – 31 March 2010?**

Yes

**What topics did the training for parish clerks cover?**

- |  |   |
|--|---|
| <input type="checkbox"/> Freedom of Information (FOI)                  | <input type="checkbox"/> Working with confidential information    |
| <input type="checkbox"/> Planning                                      | <input type="checkbox"/> Lobbying                                 |
| <input checked="" type="checkbox"/> Dual-hatted members                | <input checked="" type="checkbox"/> The Code of Conduct generally |
| <input checked="" type="checkbox"/> Personal and prejudicial interests | <input checked="" type="checkbox"/> Bullying                      |
| <input type="checkbox"/> Other   |   |

**What methods were employed to give training/support to parish clerks?**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> One on one training               | <input checked="" type="checkbox"/> Internal training (presentations/seminars/workshops) |
| <input type="checkbox"/> External speakers                            | <input type="checkbox"/> Guidance notes/briefing materials                               |
| <input checked="" type="checkbox"/> Standards for England's materials | <input type="checkbox"/> Joint authority/regional event                                  |
| <input type="checkbox"/> Other  |  |

**In general, how well attended was the training for parish clerks?**

50-75% of those invited

**Does your council have a COMPACT (a formal agreement with your county Association of Local Councils about supporting standards for parish and town councils in the area)?**

No

**Describe the relationship between your authority and your County Association of Local Councils in relation to standards. For example, how regularly do you interact with them? Are you involved in delivering joint training?**

Not all 14 Town and Parish Councils are members of the local association. For those which are, the ethical framework training has been carried out with the local association representative being present and participating wherever his diary allowed. Where there are issues with member councils, these are sometimes raised directly with the local association (though they probably already know about them!) and we see if we can both help the council concerned.

**Standards for England and Teesside University are currently researching the role of the Parish Liaison Officer. Teesside University have created a brief questionnaire to assess the organisational background, functions and skills needed to carry out the Parish Liaison role. Does your authority have a Parish Liaison Officer?**

No - but there is someone who fulfils the same functions

**Does the Parish Liaison Officer (or the person who fulfils the same functions) consent for the University of Teesside to contact them to complete a brief questionnaire about their role?**

Yes

If yes, please provide contact details (where there are multiple Parish Liaison Officers, just provide one contact):

**Name**

Pam Brown

**Contact address**

Bolsover District Council, Sherwood Lodge, Bolsover S44 6NF

**Contact phone**

01246 242499 or 07901 855366

**Email address**

pam.brown@bolsover.gov.uk

**What steps have you taken when dealing with parishes which have had problems with standards issues? For example, what preventative or capacity building work have you done with parishes?**

Training sessions, meetings to explain the issues - for example how complaints have been dealt with where they resulted in no action. Other action is being pursued with one council, involving conciliation (or attempts at!), training and revising the council's constitution.

**Which of the following areas would you like Standards for England to produce additional guidance on to support your work with parishes?**

Lobbying

Predetermination and bias

Planning and interests

Dual-hatted members

Other

**Please describe what "Other" areas you would like covered.**

Procedural advice - presumably in conjunction with NALC. Complaints seem to come from members of the public where they perceive procedures are not being followed. Subsequent investigations tend to demonstrate a lack of understanding by members of their own rules. Perhaps a training pack could be developed for Clerks to deliver to Parish and Town Councils on the procedures they should be following and the general law in this area.

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**End of form**