

## **COUNCILLOR CONDUCT COMMITTEE**

**13 MARCH 2019**

### **GUIDANCE FOR COUNCILLORS ON USE OF COUNCIL RESOURCES**

Report from: Perry Holmes, Monitoring Officer

Author: Julie Keith, Head of Democratic Services

#### **Summary**

This report sets out updated guidance on use of Council resources. This was previously agreed and issued to Councillors and co-opted members by the Councillor Conduct Committee in 2015. The Councillor Conduct Committee is asked to review the guidance at Appendix A as amended to bring it up to date. It is recommended that the guidance should be re-issued to all Councillors and co-opted members in May 2019.

#### **1. Budget and Policy Framework**

1.1 The Councillor Conduct Committee is responsible for promoting and maintaining high standards of conduct by Councillors and voting co-optees serving on Council Committees. The Committee has power to advise, train or arrange training for Councillors and co-optees on matters relating to the Members' Code of Conduct.

#### **2. Background**

2.1 The former Standards Committee agreed in 2011 that guidance be issued to all Members and co-optees, in line with best practice as Standards for England guidance at the time stated that local authorities should have protocols dealing with use of Council resources.

2.2 The Medway guidance was updated and re-issued in May 2015 following approval by the Councillor Conduct Committee. The guidance has since been updated further but the changes made are minor and are demonstrated as tracked changes to the guidance agreed in 2015, which is attached at Appendix A to the report.

### **3. Risk Management**

- 3.1 Risk management is an integral part of good governance. The Council has a responsibility to identify and manage threats and risks to achieve its strategic objectives and enhance the value of services it provides to the community.
- 3.2 The provision of guidance to Councillors on use of Council resources will minimise the risk to them of breaching the requirements in the Members' Code of Conduct and The Code of Recommended Practice on Local Authority Publicity.

### **4. Financial and legal implications**

- 4.1 There are no financial implications arising from this report.
- 4.2 The guidance is consistent with the provisions of the Members' Code of Conduct adopted by the Council.

### **5 Recommendations**

- 5.1 The Councillor Conduct Committee is asked to consider the proposed guidance for Councillors on use of resources attached at Appendix A; and
- 5.2 To authorise the Monitoring Officer to re- issue the guidance to all Councillors and co-opted members after the local elections in May 2019.

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#### **Appendices**

Appendix A – Updated Guidance for Members on Use of Council resources

#### **Background papers**

Members' Code of Conduct