

Record of guidance and advice on standards and conduct issued to councillors

1. Constitutional Guidance

Document	Last reviewed by Standards Committee	Last updated	Last date of issue to Members (if not same as date last updated)
Members' Code of Conduct	31 st January 2022	7 th March 2022 (Council) Into force 9 th May 2022	-
Dealing with Misconduct Complaints against Members	31 st January 2022	31 st January 2022 Into force 9 th May 2022	-
Members' Gifts and Hospitality Protocol	31 st January 2022	31 st January 2022 Into force 9 th May 2022	-
Member/Officer Protocol	10 th January 2019	21 st January 2019	-
Use of Information Technology – Guidance on the Members' Code of Conduct	31 st January 2022	31 st January 2022 Into force 9 th May 2022	-
Social Media Guidelines for Councillors	31 st January 2022	31 st January 2022 Into force 9 th May 2022	-

2. Other Guidance

Area of guidance	Scope of guidance	Issued via	Date issued
Gifts and Hospitality	Reminder for returning Members to register any gifts and hospitality for the 2021-22 year by 24 th June 2021.	Email	15 th June 2022
Post-election standards briefing	All Members were given a presentation by the Borough Solicitor giving an overview of standards matters including, but not limited to: the Code of Conduct, interests, bias and predetermination, gifts and hospitality, social media, data protection and the Member/Officer Protocol.	Presentation (then circulated digitally)	11 th May 2022

Register of Interests (Co-opted Members)	All Co-opted Members were issued with the new Code of Conduct and Gifts & Hospitality Protocol. They were asked to complete the updated Register of Interests form.	Email	9 th May 2022
Register of interests	All Members were issued with the register of interests pack post-election, which contained information and guidance on registration of interests, dispensations, sensitive interests, and gifts and hospitality.	Hard copy	7 th May 2022
Related Party Transactions	Information regarding the Council's obligations to declare related party transactions and the need to update registers of interest in light of this.	Email	1 st March 2022
Register of Interests	Reminder to councillors and co-opted Members to register any pecuniary interests, as well as gifts and hospitality.	Email	1 st September 2021
Gifts and Hospitality	Reminder to register any gifts and hospitality for the 2020-21 year by 11 th June 2021.	Email	7 th June 2021
Related Party Transactions	Information regarding the Council's obligations to declare related party transactions and the need to update registers of interest in light of this.	Email	2 nd March 2021
Register of Interests – co-opted and ex-officio Members	Reminder to co-opted and ex-officio Members to register any pecuniary interests, as well as gifts and hospitality.	Email	14 th January 2021
Dispensations	Advice to Members on applying for the general dispensation to permit them to participate and vote on specified matters in which they may have a pecuniary interest.	Email	11 th November 2020
Councillor's rights to information – <i>advice to officers</i>	Officers' senior leadership group reminded of councillors' rights to confidential information and need to mark-up confidential information as such when sharing with councillors.	Email	10 th November 2020
Junior Officer Contacts	Reminder on being cautious when giving out officer contact details.	Email	19 th October 2020
Register of Interests	Reminder to register any pecuniary interests, as well as gifts and hospitality.	Email	2 nd September 2020
Gifts and Hospitality	Reminder to register any gifts and hospitality for the 2019-20 year by 11 th June 2020.	Email	2 nd June 2020

Sensitive Interests	Reminder about sensitive interest provisions in Localism Act 2011 during coronavirus emergency	Email	13 th May 2020
Related Party Transactions	Information regarding the Council's obligations to declare related party transactions and the need to update registers of interest in light of this.	Email	3 rd March 2020
Register of Interests	Reminder to register any pecuniary interests, as well as gifts and hospitality.	Email	2 nd September 2019
Gifts and Hospitality	Reminder to register any gifts and hospitality for the 2018-19 year by 12 th June 2019.	Email	4 th June 2019
Sensitive interests and social media	Reminder about sensitive interest provisions in Localism Act 2011 and update of Social Media Guidelines for Councillors to include advice regarding the use of agents.	Email	30 th April 2019
Related Party Transactions	Information regarding the Council's obligations to declare related party transactions and the need to update registers of interest in light of this.	Email	21 st March 2019
Members' declarations in relation to budget-setting Council and Members' allowance	Advice to Members in relation to their being council taxpayers, members of outside bodies or other organisations in the context of budget-setting. Also includes guidance on all Members having a dispensation and a collective declaration being made in respect of Members' allowances.	Email	25 th February 2019
Members' declarations in relation to budget-setting report at Cabinet	Advice to Cabinet Members in relation to their being council taxpayers, members of outside bodies or other organisations in the context of budget-setting.	Email	19 th February 2019
Guidance on Gifts and Hospitality/ Register of Interests	Updates to Gifts and Hospitality Protocol and Guidance on completing Register of Interests by Standards Committee	Email	24 th January 2019
Guidance on Gifts and Hospitality	Key points of Gifts and Hospitality Protocol, including Protocol as attachment.	Email	11 th December 2018

Guidance on Gifts and Hospitality; past and future interests	Guidance of the duration that gifts and hospitality have to remain on the Register of Interests. Guidance on the issue of past and future interests and when they may be classed as relevant non-pecuniary interests.	Email	25 th September 2018
Post-election standards briefing	All new Members (with returning Members invited) were given a presentation by the Borough Solicitor giving an overview of standards matters including, but not limited to: the Code of Conduct, interests, bias and predetermination, gifts and hospitality, social media, data protection and the Member/Officer Protocol.	Presentation (then circulated digitally)	9 th May 2018
Register of interests	All Members were issued with the register of interests pack post-election, which contained information and guidance on registration of interests, dispensations, sensitive interests, and gifts and hospitality.	Hard copy	5 th May 2018