



## Annual Return form - 2010

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### PART 1: COMMUNICATION

#### Annual Report

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

Yes

#### What does the report contain?

- |                                                                                             |                                                                                                                       |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <input 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 checked="" type="checkbox"/> A summary of complaints which have led to investigation, sanction or other action |
| <input checked="" type="checkbox"/> Details about training/events provided                  | <input checked="" type="checkbox"/> The forward work plan of the standards committee                                  |
| <input type="checkbox"/> Other                                                              |                                                                                                                       |

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

- |                                                                                      |                                                                                                                    |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Sent to all senior officers                      | <input checked="" type="checkbox"/> Sent to all members                                                            |
| <input checked="" 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.**

[www.torbay.gov.uk/index/council/councillorsdecisions/minutesandreports.htm](http://www.torbay.gov.uk/index/council/councillorsdecisions/minutesandreports.htm)

#### Publicising Complaints

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

- |                                                                                                                |                                                                                            |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <input checked="" 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 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 the "'compliments and complaints' type section of the council website", please provide the web address.**

[www.torbay.gov.uk/index/advice-benefits/feedback/complaints.htm](http://www.torbay.gov.uk/index/advice-benefits/feedback/complaints.htm)

**The information is on "standards committee section of the website", please**

**provide the web address.**

[www.torbay.gov.uk/index/council/councillorsdecisions/behaviourinterestsstandards.htm](http://www.torbay.gov.uk/index/council/councillorsdecisions/behaviourinterestsstandards.htm)

**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 type="checkbox"/> Articles published in the authority newsletter                  | <input checked="" type="checkbox"/> Other                                                   |

**Please describe the "Other" ways initial assessments are available.**

Statistics published in the Standards Committee Annual Report.

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

- |                                                                                          |                                                                                       |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Hearings are open to the public                      | <input type="checkbox"/> All investigation outcomes are publicised in the local press |
| <input 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 type="checkbox"/> Dedicated standards committee pages on intranet                                     | <input type="checkbox"/> Standards committee has its own newsletter / bulletin                                     |
| <input 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 checked="" type="checkbox"/> Standards committee independent members contribute to other authority meetings |
| <input type="checkbox"/> Other                                                                               |                                                                                                                    |

**Please give further details of the contributions made to other authority meetings.**

The Standards Committee Chairman attends a Good Governance Meeting which also involves Group Leaders

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

- |                                                                                                            |                                                                                                                   |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Dedicated standards committee section on the authority website         | <input checked="" type="checkbox"/> Within 'council and democracy' type section of website                        |
| <input checked="" type="checkbox"/> Ethical standards issues have been included in the local press / media | <input checked="" 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.**

[www.torbay.gov.uk/index/council/councillorsdecisions/behaviourinterestsstandards.htm](http://www.torbay.gov.uk/index/council/councillorsdecisions/behaviourinterestsstandards.htm)

**Please provide the web address for information within the council and democracy section of your website.**

[www.torbay.gov.uk/index/council/councillorsdecisions/minutesandreports.htm](http://www.torbay.gov.uk/index/council/councillorsdecisions/minutesandreports.htm)

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

The Standards Committee work programme requests that the Committee undertake a programme of visits to partner organisations to assist with and learn from practices and

ideas on how transparency, integrity and accountability can be improved and public trust enhanced.

## 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 checked="" type="checkbox"/> Formal meetings between standards committee members and senior figures specifically set up to discuss standards | <input type="checkbox"/> Informal discussion on particular standards issues                                              |
| <input type="checkbox"/> Senior figure attendance at standards committee meetings                                                                   | <input 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 type="checkbox"/> Chair (or other standards committee member) addresses full authority meeting(s)                 |
| <input type="checkbox"/> Other                                                                                                                      |                                                                                                                          |

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

- |                                                                             |                                                                                                                               |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Through a strongly promoted whistle-blowing policy | <input type="checkbox"/> By ensuring there are references to ethics in the authority vision / objectives                      |
| <input type="checkbox"/> Demonstrating appropriate behaviours               | <input checked="" 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 type="checkbox"/> Chair of standards committee mediation   | <input type="checkbox"/> Senior figure mediation (e.g. Chief Executive)     |
| <input type="checkbox"/> Advice from Human Resources department   | <input type="checkbox"/> Solicitor / legal adviser consulted                |
| <input type="checkbox"/> Informal hearing                         | <input type="checkbox"/> No mechanisms other than normal complaints process |
| <input type="checkbox"/> Other                                    |                                                                             |

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

**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 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"/> Chairing skills                           | <input type="checkbox"/> Lobbying                                |
| <input checked="" 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?**

Democratic Services undertake a series of workshop sessions covering the registering of interests, declaring the receipt of gifts and hospitality and the requirement to undergo a Criminal Records Bureau Check. A learning aid is also distributed to Members at these workshop sessions which also include literature from Standards for England. The Monitoring Officer also holds mandatory training sessions on the Code of Conduct and the Role of the Standards Committee when a breach of the Code of Conduct has been

alleged. The Monitoring Officer provides further training for Standards Committee Members regarding their role and responsibilities at Referral Sub-Committees, Hearings and Review Sub-Committees.

**In which areas of the role and responsibilities of the standards committee has training/support been provided for standards committee members? Please tick all that apply.**

Initial assessments

Reviews

Hearings

Other

Other action/mediation

Investigations

Sanctions

## **PART 4: INVESTIGATIONS**

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**Have any investigations been completed during the period 1 April 2009 - 31 March 2010?** No

## 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 checked="" type="checkbox"/> Planning                | <input type="checkbox"/> Lobbying                      |
| <input type="checkbox"/> Dual-hatted members                | <input type="checkbox"/> The Code of Conduct generally |
| <input type="checkbox"/> Personal and prejudicial interests | <input 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 type="checkbox"/> One on one training                                             | <input type="checkbox"/> Joint/regional event                 |
| <input type="checkbox"/> Guidance notes/briefing materials                               | <input 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?**

No

**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?**

Whilst Torbay Council do not correspond with the County Association, Brixham Town Council is our only parish/town council, is a member of the County Association and has met all the requirements and been accredited the Quality Status award. The County Association have been approached for advice and have extended the offer of training to Brixham Town Council.

**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

**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?**

We have had no problems.



**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

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**End of form**