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Civic Centre/Canolfan Ddinesig  
Newport/Casnewydd  
South Wales/De Cymru  
NP20 4UR

[Clerks to Community Councils]

January 2018

Dear Community Council Clerk,

**RE: STANDARDS COMMITTEE – REVIEW OF ETHICAL STANDARDS**

As part of their current Work Programme, the Standards Committee is carrying out a review of ethical standards arrangements within Community Councils.

Standards Committee is responsible for promoting and maintaining high standards of ethical behaviour both in relation to Newport City Councillors and also local Community Councillors. The Committee also has a statutory responsibility to ensure compliance with the Member Code of Conduct and the ethical standards framework set out in the Local Government Act 2000.

The Committee is particularly concerned to ensure that suitable arrangements have been put in place by Community Councils to maintain and publish the statutory registers of members' interests, in the light of recent legislative changes, and to identify any training and development needs.

Sections 55-57 of the Local Government (Democracy) (Wales) Act 2013 Act require Community Councils to publish certain information electronically (i.e. on a website). This includes information about the council's clerk and Members, Minutes of council meetings and any audited statement of the council's accounts. Community Councils are also required to publish public notices electronically, and to make certain information about their meetings and proceedings available electronically

On behalf of the Chair of Standards Committee, I have been asked to write to all Community Councils to request the following information:-

- (1) *Confirmation of when your community council formally adopted the new Model Code of Conduct (this should have been done before 26th June 2016).*
- (2) *Please confirm that all Community Councillors have signed a written declaration to abide by the new Member Code of Conduct;*
- (3) *Please confirm that all Community Councillors have completed and signed a register of financial and other personal interests;*
- (4) *What arrangements have you made for maintaining the Register of Members interests in accordance with Section 81 of the Local Government Act 2000? In particular, who is the designated "proper officer, what arrangements are made for making the register available for public inspection and where are the records held?*
- (5) *If your Community Council has a website, is the Register of Members interests published on the website and how often is this updated?*

- (6) *Does the Council also publish other information electronically as required by Sections 55-57 of the 2013 Act?*
- (7) *Have your Community Councillors received any training on the Member Code of Conduct, their obligations under the Code and the enforcement of the Code, including the role of the Standards Committee, the Ombudsman and the Adjudication Panel for Wales?*
- (8) *If so, how many of them have been trained?*
- (9) *How was the training provided:-*
- Informally, as part of their induction*
  - By the City Council*
  - By an external training provider e.g. One Voice Wales.*
- (10) *Do members of the Community Council have any need for refresher training on the Members Code of Conduct or are there any particular areas of the Code on which they would benefit from training?*
- (11) *Are there any particular problems with standards of Ethical behaviour within the Community Council or particular problems regarding the application of the Code?*
- (12) *Would you be interested in participating in any future training? If so, what would be the best way to organise and deliver that training?*
- Dedicated training session for your community council*
  - A joint session with other community councils*
  - A joint training session for Clerks, who could then cascade the training to their Members.*
- (13) *Has your Community Council adopted the Model Local Resolution Protocol for Community and Town Councils, produced by One Voice Wales [see copy attached] or any local variation?*
- (14) *Do you have any other comments regarding Ethical standards issues or matters that you would wish the Standards Committee to consider?*

Could you please provide this information as soon as possible to:

Anne Jenkins  
Democratic Services Officer / *Swyddog Gwasanaethau Democraidd*  
Law & Regulation / *Y Gyfraith a Rheoleiddio*  
Newport City Council / *Cyngor Dinas Casnewydd*  
01633 656656  
[anne.jenkins@newport.gov.uk](mailto:anne.jenkins@newport.gov.uk)

Thank you in anticipation of your co-operation and assistance.

Yours faithfully,

G D PRICE  
Head of Law & Regulation