ETHICAL GOVERNANCE AWARENESS AND TRAINING PROPOSALS

Target audience: Elected members (approx 51); Officers above SO1 (approx 1,000)
Uptake of e-learning modules can be tracked for reporting purposes

Objectives: To improve awareness of the Bury council Ethical Governance framework. This is in accordance with the action plan following the ethical governance survey 2007 / 2008, which contributes to CPA action plan. Specifically individuals will be able to:

- demonstrate awareness of the existence and purpose of the Bury council constitution document;
- explain the purpose of the Schemes of Delegation and be aware of how they relate to their own roles;
- explain the purpose and content of the Code of Conduct (members and officers)
- demonstrate an awareness of the roles and responsibilities of the council's Standards committee;
- demonstrate an awareness of the terms of reference for Cabinet, Executive and Scrutiny;
- demonstrate an awareness of the roles and responsibilities of S151 and Monitoring officers and state which officers fill those roles;
- demonstrate awareness of the council's Anti-Fraud and corruption strategy.

Timescales: **On 9th December** 2008, the Audit Committee require a report detailing progress with the action plan to improve awareness and undertake training on the areas of weakness from the 2007/08 survey. Activities in the action plan should be under development by this date.

By 31st January 2009, rollout of the programme should commence so that participants have an opportunity to undertake learning prior to the next survey to gauge our performance. This will take place shortly after the end of the current financial year.

Action Plan: Ethical Governance 2008/09   APP B

Topic	Method	Content	Actionee(s)	Completion	Cost /Resources
Overview of Ethical Governance	Report to management board	Approval for proposals and request that elements of the training / awareness campaign are made mandatory for officers at SO1 and above	B Strothers	30th November 2008	
Overview of Ethical governance	Article in Team talk	Overview. "What is ethical governance?"	B Strothers	31st December 2008	
Council Constitution	Trackable e learning module (1) containing a simple summary page for each topic with links to the appropriate section of the relevant existing Bury document. Introduce to learners via e mail, referring them to their responses on the 2007/08 survey. (You said xxx ………..this where you can the information) Briefings for elected members including reminder of the relevant modules on the Modern Councillor site	§ What is the council constitution document? Why relevant to me? Where is it? (Link to the document) § What is a Scheme of delegation? Why relevant to me? Where can I find Bury's?(Link to pg 128 of constitution) § Terms of ref. for Cabinet, Executive, Scrutiny. Links to relevant pages of constitution. § Council Standards committee § Code of Conduct § Simple assessment	B.Strothers (approve content) D.Hipkiss (author module). Supported by D.Davies and I. Liggett / C. George (links to documents and PDF and assistance with authoring) JH / BS	31st December 2008	Approx 5-10 days authoring (DH) Approx 5 days amending documents and creating links. (OD)
Code of Conduct	Incorporate as topic area on the e learning module (1) above. Briefings for elected members inc. reminder of Code of Conduct module on Modern Councillor site.	See above	JH / BS		
Statutory Officer roles	Tracked audio pod-casts from Mike Owen and Jayne Hammond. Introduce to learners via e mail, referring them to their responses on the 2007/08 survey. (You said….here is a 5 minute podcast introducing you to…..)	Interview of statutory officers describing main roles and responsibilities of the S151 officer and the Monitoring officer.	Diane Davies, Ian Liggett, Mike Owen, Jayne Hammond	31st December 2008	Approx 30 mins each MO and JH. Approx 2 hrs each DD / IL
Anti-fraud and corruption	Trackable e Learning module (2). Use existing Learning Pool module (Devon CC) and Bury policies to create content.	§ Fraud Act 2006 § Minimising risk of fraud, detecting, reporting § Whistle blowing § Money laundering § Bury council Anti-fraud and Corruption policy § Links to main related documentation	D Hipkiss / B Strothers (write/approve content and author module) OD to support as required with authoring	31st January 2009	Approx 5 days
Overview of Ethical Governance	Produce web pages containing ethical governance and all related topics in a one-stop shop on the intranet. (see Thurrock, Stockton and Rossendale council information sites for examples).	Brief Plain English summaries of all Ethical governance topics with links to all related documents. Possible development of a glossary of terms.	B.Strothers/ B.Hayes	31st March 2009	Estimated 5-10 days content planning and web editing