

# **Ethical Standards Self-Assessment Survey**

Please indicate whether you are a:

Member

	☐ Officer					
PAR	TA					
	Ethical S	Mem tandards	bers and Com	pliance	•	
	Code o	f Conduc	ct - Compl	liance		
	For each statement/question	n please tick th	e box that most o	closely reflec	cts your view.	
		Yes		No		Don't know
1	Has the Council adopted a code of conduct for members?					
2	Has the Council adopted a code of conduct for officers?					
3	Have you agreed to abide by the members' code of conduct?					
		Very clear	Fairly clea	ar Fai	rly unclear	Very unclear
4	How clear are you about reporting a potential breach of the members' code of conduct?					
<b>4</b> 5	How clear are you about reporting a potential breach of the members' code of conduct?  How clear are the guidelines provided to members regarding their personal conduct?					
	breach of the members' code of conduct? How clear are the guidelines provided to members regarding their personal conduct? How clear are you about your responsibilities					_
5	breach of the members' code of conduct? How clear are the guidelines provided to members regarding their personal conduct?			Tend to disagree		
5	breach of the members' code of conduct? How clear are the guidelines provided to members regarding their personal conduct? How clear are you about your responsibilities under the ethical framework?  Members are required to acknowledge that they				□ □ □ Disagree	
5 6	breach of the members' code of conduct? How clear are the guidelines provided to members regarding their personal conduct? How clear are you about your responsibilities under the ethical framework?	Agree strongly	Tend to agree	disagree	☐ Disagree strongly	Don't know
5 6 7	breach of the members' code of conduct? How clear are the guidelines provided to members regarding their personal conduct? How clear are you about your responsibilities under the ethical framework?  Members are required to acknowledge that they understand the guidance. Your Council's approach to promoting high ethical standards is encouraging appropriate	Agree strongly	Tend to agree	disagree	☐ Disagree strongly	Don't know
5 6 7 8	breach of the members' code of conduct? How clear are the guidelines provided to members regarding their personal conduct? How clear are you about your responsibilities under the ethical framework?  Members are required to acknowledge that they understand the guidance. Your Council's approach to promoting high ethical standards is encouraging appropriate behaviour across the Council. Your Council's approach to promoting high ethical standards is helping to build the public's	Agree strongly	Tend to agree	disagree	Disagree strongly	Don't know
5 6 7 8 9	breach of the members' code of conduct? How clear are the guidelines provided to members regarding their personal conduct? How clear are you about your responsibilities under the ethical framework?  Members are required to acknowledge that they understand the guidance. Your Council's approach to promoting high ethical standards is encouraging appropriate behaviour across the Council. Your Council's approach to promoting high ethical standards is helping to build the public's confidence in local democracy.  If you become aware of any conduct by a mem member code of conduct what action as an in	Agree strongly	Tend to agree	disagree	Disagree strongly	Don't know
5 6 7 8 9	breach of the members' code of conduct? How clear are the guidelines provided to members regarding their personal conduct? How clear are you about your responsibilities under the ethical framework?  Members are required to acknowledge that they understand the guidance. Your Council's approach to promoting high ethical standards is encouraging appropriate behaviour across the Council. Your Council's approach to promoting high ethical standards is helping to build the public's confidence in local democracy.  If you become aware of any conduct by a men	Agree strongly  Indicate the strong of the s	Tend to agree	disagree	Disagree strongly	Don't know
5 6 7 8 9	breach of the members' code of conduct? How clear are the guidelines provided to members regarding their personal conduct? How clear are you about your responsibilities under the ethical framework?  Members are required to acknowledge that they understand the guidance. Your Council's approach to promoting high ethical standards is encouraging appropriate behaviour across the Council. Your Council's approach to promoting high ethical standards is helping to build the public's confidence in local democracy.  If you become aware of any conduct by a men member code of conduct what action as an in  inform the monitoring officer?  make a written allegation to the Standards Board for England?	Agree strongly  Agree which you redividual must you yes	Tend to agree	disagree	Disagree strongly	Don't know
5 6 7 8 9	breach of the members' code of conduct? How clear are the guidelines provided to members regarding their personal conduct? How clear are you about your responsibilities under the ethical framework?  Members are required to acknowledge that they understand the guidance. Your Council's approach to promoting high ethical standards is encouraging appropriate behaviour across the Council. Your Council's approach to promoting high ethical standards is helping to build the public's confidence in local democracy.  If you become aware of any conduct by a men member code of conduct what action as an in  inform the monitoring officer?  make a written allegation to the Standards	Agree strongly  Agree strongly  Inber which you redividual must you yes	Tend to agree	disagree	Disagree strongly	Don't know

### **Standards Committee**

	Standards Committee					
		Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know
11	There is a Standards Committee in the Council.					
12	I understand the role of the Standards Committee.					
13	I believe the Standards Committee operates effectively.					
14	The Standards Committee is making a positive difference to the ethical environment in the Council.					
15	The Standards Committee has a forward plan to guide its work.					
16	The work of the Standards Committee adds value to the Council.					
	Please give example:					
		Whistle I	Blowing			
	Communication					
		Yes		No	Do	on't know
17	Does your Council have a whistle blowing policy?	☐ Very clear	Fairly clear	☐ Fairly unclear	Very unclear	☐  Don't know
18	If yes, how clear is the policy?					
	Human Rights, Free	dom of Ir	nformatio	n Data l	Protectio	'n
				•	Totectic	,,,
	EC	qualities l	_egisiatio	on		
		V		•		""
		Yes		No	Do	on't know
19	Has the Council begun to integrate the requirements of codes of conduct into other schemes, policies and procedures?					
		Trair	ning			
		Agree strongly	Tend to agree	Tend to	Disagree	Don't know
20	Appropriate training is given to members on issues of conduct.			disagree	strongly	
	Have you been provided with training, advice	e or a briefing/info	rmation on:			
	nare you seem provided that daming, davice	Yes		No	Do	on't know
21	The Human Rights Act 1998?	700				
22	Freedom of Information Act 2001?					
23	Data Protection Act 1998?					
23 24	Race Relations (Amendment) Act 2000?					
2 <del>4</del> 25	Sex Discrimination Act 1975?					
26 26	Disability Discrimination Act 1995?					
20	•					

### **Conflicts of Interest**

	Conflicts of Interest					
		Very clear	Fairly clea	ar Fairl	y unclear	Very unclear
27	How clear are you about what a conflict of interest is?					
28	How clear are you about the differences between a personal and prejudicial interest?					
29	If you are appointed to represent the Council or prevail?	on an external bo	dy whose internal	rules conflicts w	vith the Council's	Code whose
		Yes		No	Ľ	Don't know
(a)	the Council's code?					
(b)	other organisation's code?					
(c)	neither?					
		Agree strongly	Tend to agree	Tend to disagree	Disagree strongly	Don't know
30	A register is kept in which members are required to record any relevant interests.					
31	Members are reminded of the need to record such interests.					
32	Members are reminded of the need to record any hospitality or gifts.					
33	The hospitality or gifts register is reviewed regularly.					
34	Must you register an interest in the members'	register if?				
		Yes		No	Ε	Don't know
(a)	you have been appointed by the Council as a representative to another body					
(b)	you have been appointed as a manager to another organisation which provides a public service?					
(c)	you are in a management position in a private company?					
(d)	you are in a management position in a charity?					
(e)	you are a member of a trade union or professional association?					
(f)	a person has made a payment to you in respect of your election or any other expenses incurred in carrying out your duties?					
(g)	you are a member of a church?					
(h)	you are a member of a freemasons lodge which does not have charitable status?					
(i)	you have an interest in a business or land in the Council's area which exceeds the nominal value of £25,000?					
(j)	you are a partner or paid director of a company which has entered into contracts for goods, services or works with the Council?					
(k)	you have a beneficial interest in land which is in the area of the Council?					
25	If you have a prejudicial interest in a matter wo	ould vou:				
35	, and a market we	Yes		No		Don't know
(a)	withdraw from the room where the meeting is being held whenever it becomes apparent that the matter is being considered?					
(b)	not seek to influence a decision about the matter?					
(c)	do neither?			П		П

# Members and Officers Code of Conduct - Behaviour and Culture

#### Leadership

For each statement/question please tick the box that most closely reflects your view.

	Overall, members						
		Always	Usually	Sometimes	Rarely	Never	Don't know
36	are a focus for positive change						
37 38	do not interfere in operational issues						
	listen to the advice of officers						
39	do not involve officers inappropriately in party political issues						
40	show respect to officers						
41	show respect to other members						
42	show respect to people who use Council services						
43	treat fairly all users of Council services and do not discriminate unlawfully						
44	treat fairly all officers and do not discriminate unlawfully						
45	treat fairly all other members and do not discriminate unlawfully						
46	perform their duties with honesty, integrity, impartiality and objectivity						
47	use public funds and Council property and facilities responsibly  Any comments?						
	Overall, senior officers	Lead	dership				
		Always	Usually	Sometimes	Rarely	Never	Don't know
48	show respect to members	Π	Π	П		П	П
49	treat fairly all users of Council services and do not discriminate unlawfully						
50	treat fairly all members and do not discriminate						

	Do you consider that						
		Always	Usually	Sometimes	Rarely	Never	Don't know
51	the leader of the Council is a positive role model in terms of ethical behaviour						
52	the leader of the Council is proactive in promoting the importance of the ethical agenda						
53	the chief executive is a positive role model in terms of ethical behaviour						
54	the chief executive is proactive in promoting the importance of the ethical agenda						
55	appropriate responsibilities are delegated to lead members and officers						
56	the Council's monitoring officer is able to carryout her/his role appropriately						
57	the Council seeks to meet the meet the needs of its diverse communities (e.g. ethnic minorities, disabled people, disadvantaged people)						
58	the Council ensures that officers come from diverse backgrounds						
59	the Council ensures that staff are appropriately skilled to meet the needs of its diverse communities						
60	the Council learns from other Councils to ensure that its ethical arrangements are appropriate  Any comments?						
		Commi	unicatio	ons			
	The importance of high ethical standards is co				tings, newslet	ters, the loca	I media and
	The importance of high ethical standards is co				tings, newslet	ters, the loca	I media and  Don't know
	The importance of high ethical standards is co the Council website to members	mmunicated	via for examp	le, training, mee			
2	The importance of high ethical standards is continuously the Council website to  members officers	Always	via for examp Usually	le, training, mee	Rarely	Never	Don't know
32	The importance of high ethical standards is co the Council website to members	Always	via for examp  Usually	Sometimes	Rarely	Never	Don't know
32	The importance of high ethical standards is continuously the Council website to  members officers	Always	via for examp  Usually	le, training, mee	Rarely	Never	Don't know
32	The importance of high ethical standards is continuously the Council website to  members officers local communities	Always	via for examp  Usually	le, training, mee	Rarely	Never	Don't know
32 33	The importance of high ethical standards is continuously the Council website to  members officers local communities  Communication between  members is open	Always	via for examp  Usually	le, training, mee	Rarely	Never	Don't know
62 63 64	The importance of high ethical standards is continuously the Council website to  members officers local communities  Communication between	Always  Always	via for examp  Usually  □ □ □ Usually	le, training, meet  Sometimes	Rarely	Never	Don't know
61 62 63 64 65 66	The importance of high ethical standards is continuously the Council website to  members officers local communities  Communication between  members is open	Always	via for examp  Usually    Usually  Usually	Sometimes  Sometimes	Rarely  Rarely  Rarely	Never	Don't know

	Agree strongly	Tend to agree	e Tend disag		Disagree strongly	Don't know
The public can easily access the members' code of conduct.						
The public can easily access the register of member interests.						
The public can easily access documents relating to the standards committee (for example, agendas, minutes, background papers).						
Any comments?						
	Polatic	nehine				
	Relatio	nships				
Relationships	Relatio	onships				
Relationships	Relatio		Sometimes	Rarely	Never	Don't knov
Relationships  Appropriate confidences are kept by members			Sometimes	Rarely	Never	Don't knov
	Always	Usually S		•		
Appropriate confidences are kept by members Appropriate confidences are kept by senior	Always	Usually S				
Appropriate confidences are kept by members Appropriate confidences are kept by senior officers	Always	Usually S				
Appropriate confidences are kept by members Appropriate confidences are kept by senior officers Members trust each other Members and officers trust each other Members carry out their roles without fear of being bullied or harassed	Always	Usually S				
Appropriate confidences are kept by members Appropriate confidences are kept by senior officers Members trust each other Members and officers trust each other Members carry out their roles without fear of	Always	Usually S				
Appropriate confidences are kept by members Appropriate confidences are kept by senior officers Members trust each other Members and officers trust each other Members carry out their roles without fear of being bullied or harassed Officers carry out their roles without fear of being bullied or harassed by members.	Always	Usually S				
Appropriate confidences are kept by members Appropriate confidences are kept by senior officers Members trust each other Members and officers trust each other Members carry out their roles without fear of being bullied or harassed Officers carry out their roles without fear of being bullied or harassed by members.	Always	Usually S				
Appropriate confidences are kept by members Appropriate confidences are kept by senior officers Members trust each other Members and officers trust each other Members carry out their roles without fear of being bullied or harassed Officers carry out their roles without fear of being bullied or harassed by members.	Always	Usually S				
Appropriate confidences are kept by members Appropriate confidences are kept by senior officers Members trust each other Members and officers trust each other Members carry out their roles without fear of being bullied or harassed Officers carry out their roles without fear of being bullied or harassed by members.	Always	Usually S				

## **Accountability**

	Accountability						
	Accountability	Ahvoro	Houelly	Comotimos	Paralis	Marian	Don't Ima
<b>,</b> –	Decision making by members is transport	Always	Usually	Sometimes	Rarely	Never	Don't know
77	Decision making by members is transparent, objective and follows agreed procedures						
78	Members are accountable for their decisions and actions						
79	The public has easy access to information on						
	whom has taken particular decisions.  Any comments?						
	ruly commence.						
	Mana	aamant	of Sta	ndarda			
	IVIAIIA	igement	01 318	illual u5			
	Management of Standards						
	management of otanidards	Agree strongly	Tend to a	aree Tend	to	Disagree	Don't know
		Agree strongly	rena to a	disagı		strongly	DOIT KNOW
80	There is a culture in the Council which allows members to challenge decisions without fear of reprisal						
81	There is a culture in the Council which allows officers to challenge member decisions without						
	fear of reprisal						
32	There is a culture in the Council which allows partners to challenge decisions without fear of						
	reprisal	_	_	_			_
33	There is a culture in the Council which allows the public to challenge decisions without fear of						
0.4	reprisal. The Council's complaints system is clear and						
84	accessible						
	Overall, members						
		Always	Usually	Sometimes	Rarely	Never	Don't know
35	take complaints from the public seriously						
36	respond positively to constructive external criticism about the Council						
87	use referrals to the Standards Board for England appropriately						
88	use referrals to the Standards Board for	П	П	П	П	П	П
	England without fear of reprisal.					Ш	
	Overall, senior officers						
	Crossing definer embers	Always	Usually	Sometimes	Rarely	Never	Don't know
00	use referrals to the Standards Board for						
39	England appropriately				Ш		
90	use referrals to the Standards Board for						
	England without fear of reprisal.						

# **Whistle Blowing**

	Whistle Blowing						
		Always	Usually	Sometimes	Rarely	Never	Don't know
91	The Council's whistle blowing policy is used appropriately.						
92	The Council's whistle blowing policy is used without fear of reprisal.  Any comments?						
	Team Wo	orking	and Co	o-operati	on		
	Team Working and Co-operation						
		Always	Usually	Sometimes	Rarely	Never	Don't know
93	Members work well together to achieve the Council's common goals						
94	Members and senior officers work well together to achieve the Council's common goals Any comments?						
	Pa	rtnersh	nip Wo	rking			
		rtnersl	nip Wo	rking			
	Partnership Working				Pomly	Novor	Don't know
95	Partnership Working  The Council works well with voluntary and community groups to achieve the area's common	rtnersh	Usually	rking  Sometimes	Rarely	<i>Never</i>	Don't know
	Partnership Working  The Council works well with voluntary and community groups to achieve the area's common goals.  The Council works well with statutory partners to	Always	Usually	Sometimes			
95 96 97	Partnership Working  The Council works well with voluntary and community groups to achieve the area's common goals.	Always	Usually	Sometimes			
96	Partnership Working  The Council works well with voluntary and community groups to achieve the area's common goals.  The Council works well with statutory partners to achieve the area's common goals.  The Council has positive working relationships with these partners and the wider community.	Always	Usually	Sometimes			
96	Partnership Working  The Council works well with voluntary and community groups to achieve the area's common goals.  The Council works well with statutory partners to achieve the area's common goals.  The Council has positive working relationships with these partners and the wider community.	Always	Usually	Sometimes			
96	Partnership Working  The Council works well with voluntary and community groups to achieve the area's common goals.  The Council works well with statutory partners to achieve the area's common goals.  The Council has positive working relationships with these partners and the wider community.	Always	Usually	Sometimes			
96	Partnership Working  The Council works well with voluntary and community groups to achieve the area's common goals.  The Council works well with statutory partners to achieve the area's common goals.  The Council has positive working relationships with these partners and the wider community.	Always	Usually	Sometimes			

98	Please add any additional comments that would help our understanding of your Council's approach to member compliance with ethical governance standards, and of building public confidence in local democracy.					
	Any information in this survey is confidential and	no reference will be made in the a	nalysis to individuals.			
	Finally, could you tell us the following?	Yes	No			
99	Are you a member of the Council's standards committee?	res				
100	Are you a co-opted or appointed member, for example to a committee or panel					
	If you are co-opted or appointed, to which comm	nittee or panel?				
				_		
	How long have you been a member/officer in the	e Council? (in years)		_		
101	These questions are optional					
	Your name:			_		
	Your contact number:		<del></del>	_		
	Your position in the Council?		<del></del>	_		
	Your Department/Service Unit (officers only)?		<del></del>	_		
	Thank you for	taking the time to complete	this Survey			