

**Meeting:** Standards Committee

**Date:** 5 July 2004

**GUIDANCE ON CODE OF CONDUCT**

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**1 PURPOSE**

To approve the content and format of guidance to Members on the Code of Conduct and Ethical Standards.

**2 RECOMMENDATIONS**

2.1 To approve the formats and content for guidance to Members on the Code of Conduct.

2.2 That the guidance is now circulated to all Members in both formats.

**3 DETAILS**

3.1 The last three meetings of this Committee have considered the format, style and content of advice to Members on Ethical Standards on the Code of Conduct.

3.2 The existing Guidance, as highlighted by the Ethical Governance Audit in February 2003 required complete revision.

3.3 The new Guidance is not intended to be a comprehensive guide either to the Code of Conduct or the Ethical Governance regime, but as an aide memoir for Members.

3.4 The attached documents have taken into account the comments of the Committee's Members and introduced what is intended to be a more intelligible note on the Declaration of Interests at meeting.

3.5 The guidance has been produced both in the form of an insert for a filofax and also as a credit card sized folding leaflet.

3.6 The Borough Solicitor will be conducting a refresher seminar for Members on the Code of Conduct in October. The date and time will be circulated shortly.

**4 IMPLICATIONS**

None specific

**APPENDICES**

- Mock-up for leaflet – “Maintaining Standards”.