

BROMSGROVE DISTRICT COUNCIL

PARISH COUNCILS' FORUM

21ST MARCH 2011

PARISH COUNCILLOR DATABASE, REGISTER OF MEMBERS' INTERESTS, PARISH CODES OF CONDUCT AND ASSOCIATED TRAINING

Following the May 2011 Parish Council Elections it is the Monitoring Officer's intention, in conjunction with the Elections Team, to establish a database of all Parish Councillors, both elected and Co-opted. The database will detail any Wards the Councillors represent and whether Co-opted Councillors have voting rights.

Parish Council Clerks / Executive Officers (EOs) were advised at a recent meeting with officers that such a database was to be compiled and officers have requested that the Elections Team be informed of any uncontested elections and Co-options.

The Members' Code of Conduct requires a Register of Members' Interests form to be completed within 28 days of either the Code of Conduct being adopted by or applied to an authority, or a Member's election or appointment to office (where that is later). All elected Parish Councillors, including any who are re-elected to office in May, will therefore be required to submit a new form within the requisite period. Parish Clerks / EOs will supply each of their Members with a copy of the form for completion (only Co-optees with voting rights are required to complete these as Co-optees without voting rights are not subject to the Code of Conduct). It is the individual Member's responsibility to ensure that the form is completed and returned within the requisite period. Completed forms should, in the first instance, be returned to the Parish Clerk / EO for a copy to be taken for the Parish records. The Clerk / EO will then forward the original form to the Monitoring Officer for inclusion in the Register of Interests which is maintained at the Council House.

Parish Clerks / EOs have also been asked to submit to the Monitoring Officer a copy of their Parish Council Code of Conduct, which should include the name of the Parish Council and the date on which the Code was adopted.

As part of the District Council's Modern Councillor Programme, a training session on 'Ethical Standards and the Code of Conduct' is being run at the Council House from 6.00pm to 7.00pm on Thursday 1 September and (repeated on) Monday 26 September (provisional dates at present), to which all Parish Councillors and Clerks / EOs are invited. Formal invites in this regard will be issued nearer the time. A request has been made by the Parish Clerks / EOs for an earlier session to be run for the parishes, which the

Monitoring Officer is currently looking into and which officers will clarify the position on in due course.

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