

**CAPITA**  
LEARNING & DEVELOPMENT

# The Ethical Framework of Local Government

## Building Confidence in Democracy

27th January 2005 • Central London

### Chair:

**Professor Richard Chapman**, Chairman,  
**City of Durham Standards Committee** and  
Emeritus Professor on Politics, **Durham University**

### Keynote Speaker:

**Robert Behrens**,  
Secretary,  
**Committee on Standards In Public Life**

### Speakers Include:

**Paul Hoey**,  
Head of Policy and Guidance,  
**Standards Board for England**

**Chris Mole MP**

**Mr Philip Blair**,  
Director of Co-operation for Local  
and Regional Democracy,  
**Council of Europe**

**Mirza Ahmad, MBA LLM  
Barrister**,  
Chief Legal Officer,  
**Birmingham City Council**  
and  
**Lead Officer for ACSeS on  
Ethical Framework Issues**

**Claer Lloyd Jones**,  
Director of Law and Democratic  
Services,  
**London Borough of Hackney**

## A Capita Conference

# The Ethical Framework of Local Government

## Building Confidence in Democracy

**CHAIR: Professor Richard Chapman, Chairman, City of Durham Standards Committee and Emeritus Professor on Politics, Durham University**

### Programme

<b>09.00 Registration and Coffee</b>	<b>13.00 Lunch</b>
<b>09.50 Chair's Opening Remarks</b>	<b>14.00 Ethical Framework for Parish and Town Councils</b>
<b>10.00 Ethics and Proportionality: Getting the Balance Right</b>	<ul style="list-style-type: none"> <li>■ Applying the code to all tiers of local government</li> <li>■ Links between tiers of authorities</li> <li>■ Working in partnership with unitary and district authorities</li> <li>■ The way forward</li> </ul>
<ul style="list-style-type: none"> <li>■ The current work of the Commission</li> <li>■ Is government all about service delivery: where do ethics stand?</li> <li>■ Recommendations for creating the right ethical culture in local government</li> <li>■ Guidance and education</li> <li>■ Perception of standards in local government and influences on opinion</li> </ul>	<b>Tim Ricketts,</b> Head of Legal Services, <b>National Association of Local Councils</b>
<b>Robert Behrens,</b> Secretary, <b>Committee on Standards in Public Life</b>	<b>14.30 Questions and Discussion</b>
<b>10.30 Questions and Discussion</b>	<b>14.40 Ethics, Reputation Management and Community Leadership</b>
<b>10.40 The Role of the Standards Board</b>	<ul style="list-style-type: none"> <li>■ The bigger picture – the changing face of local governance</li> <li>■ Importance of ethics and community leadership in the bigger picture</li> <li>■ Role of Monitoring Officers (and other Statutory Officers) as promoters of high ethical standards to engender trust and public confidence in local governance</li> <li>■ Reputation management for councils on a case by case basis</li> </ul>
<ul style="list-style-type: none"> <li>■ The current situation and recent developments</li> <li>■ Promoting good conduct and increasing public confidence in local representatives</li> <li>■ Local ownership through investigations</li> <li>■ Advice and guidance</li> </ul>	<b>Mirza Ahmad, MBA LLM Barrister,</b> Chief Legal Officer, <b>Birmingham City Council and</b> <b>Lead Officer for ACSeS on Ethical Framework Issues</b> and Chairman, <b>Bar Association for Local Government &amp; the Public Service</b>
<b>Paul Hoey,</b> Head of Policy and Guidance, <b>Standards Board for England</b>	<b>15.10 Questions and Discussion</b>
<b>11.10 Questions and Discussion</b>	<b>15.20 Creating the Right Environment in your Local Council for Ethical Behaviour and for Fighting Fraud and Corruption</b>
<b>11.20 Tea and Coffee</b>	<ul style="list-style-type: none"> <li>■ Training and development</li> <li>■ Improving monitoring arrangements and developing compliance measures</li> <li>■ Raising awareness for staff, public and other key stakeholders</li> <li>■ Whistle blowing procedures</li> </ul>
<b>11.40 The Ethical Framework of Local Government</b> <b>Chris Mole MP</b>	<b>Claer Lloyd Jones,</b> Director of Law and Democratic Services, <b>London Borough of Hackney</b>
<b>12.10 Questions and Discussion</b>	<b>15.50 Questions and Discussion</b>
<b>12.20 A European Perspective on Public Ethics in Local Government</b>	<b>16.00 Chair's Closing Remarks and Close of Conference</b>
<ul style="list-style-type: none"> <li>■ Are people losing confidence in public authorities?</li> <li>■ Strategies for combating corruption and promoting ethical behaviour in local authorities</li> <li>■ Other Council of Europe initiatives and recommendations</li> <li>■ Handbook of good practice on public ethics at local level</li> </ul>	
<b>Mr Philip Blair,</b> Director of Co-operation for Local and Regional Democracy, <b>Council of Europe</b>	
<b>12.50 Questions and Discussion</b>	



# The Ethical Framework of Local Government

## Building Confidence in Democracy

### Who Should Attend?

Local Authority representatives including:

- Monitoring Officers
- Heads of Legal Services
- Members of Standards Committees
- Scrutiny Officers
- PR and Communications
- Heads of Finance
- Chief Executives
- Councillors

Representatives from organisations such as:

- The Standards Board
- ACSeS
- ODPM
- Audit Commission
- Local Government Associations
- Academic and Research Institutions

Forthcoming Events for 2005:

**The Future Councillor,**  
Central London,  
February 2005

### The Ethical Framework of Local Government

With the imminent publication of the Committee on Standards in Public Life's tenth report, and codes of conduct under review, the issue of the ethical framework of local government is rapidly gaining momentum and pushing itself to the forefront of the political agenda.

Councils are expected to embrace a culture of openness and accountability, acting as role models of ethical behaviour and effective scrutiny. In order to encourage public trust in local government, the conduct of both elected members and council employees in local government needs to be of the highest standard.

Instances of corruption and misbehaviour are rare in local government, however scandals involving public servants can be detrimental to the public's perception of a council and it is therefore important to have in place the mechanisms and the culture to prevent misconduct and deal with it effectively.

### Why should you attend this Conference?

Whereas most Conferences tend to focus solely on member's codes of conduct, this event has been uniquely designed and researched to look at the wider role of ethics in local government, dealing with

issues such as reputation management, organisational change, proportionality and scrutiny. The Conference is timed perfectly, enabling delegates to discuss and reflect upon the results of the Committee on Standards in Public Life's report on the ethical framework of local government, scheduled for publication at the end of the year.

### Benefits of Attending:

- Hear from local councils, similar to your own, on how to ensure that ethics and probity remain at the heart of your council's agenda
- Examine and discuss the challenges of applying the member's code of conduct to all tiers of government
- Examine the role of the Standards Board in the local government modernisation agenda
- Hear about the Council of Europe's initiatives and strategies for combating corruption and promoting ethical behaviour at the local government level
- Look at the role of ethical standards in addressing negative public perceptions of local government
- Network with fellow delegates and discuss issues that arise throughout the day

#### Capita's Event Management Service

Our event management service offers you the opportunity to tap into the resources and skills of a renowned market leader in the UK conference business. With ten years event management experience, we have a proven track record in co-ordinating a diverse range of events, from breakfast seminars to large-scale national policy conferences.

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# Registration form

## The Ethical Framework of Local Government Building Confidence in Democracy

27th January 2005 • London

Please use BLOCK CAPITALS and complete in full

Ref: L1051

If these details are incorrect,  
please insert correct details below.

### 3 easy ways to book

 to provisionally reserve your place  
telephone 0870 400 1020 (Provisional  
bookings only by telephone).

 fax your completed registration on  
0870 400 1099 to confirm your place.

 mail completed registration form and payment  
to: Conferences & Training Customer Centre,  
Quadrant Court, 49 Calthorpe Road,  
Edgbaston, Birmingham B15 1TH

### Terms and Conditions

Completion of this registration form constitutes a legally binding agreement. Joining instructions (including venue details) will be forwarded once you confirm your booking. We cannot be held responsible for the nonarrival of registration information, so if you have not heard from us by 7 days prior to the conference, it is your responsibility to call us on 0870 400 1020. Cancellations confirmed in writing by 14 days before the conference will be refunded minus an administration fee of £50. We regret that no refund can be made after that date, for whatever reason, although substitutions will be accepted if noticed before the event. Delegates unable to attend will receive a copy of the conference documentation. Capita are not able to offer refunds for cancellations arising from events outside of our control, including adverse weather conditions, flooding or industrial action. Programme Amendments: Capita reserves the right to alter the programme or venue without notice due to unforeseen circumstances.

### Hotel Accommodation

The conference fees do not include hotel accommodation. For special accommodation rates please contact Lonsdale Travel on 0870 241 6802 or email [capitahotels@lonsdaletravel.co.uk](mailto:capitahotels@lonsdaletravel.co.uk). It is imperative to quote the following code - CAPEXT.

### Method of Payment

All payments must be received before the Conference date.

**By Cheque:** Cheques should be made payable to CAPITA BUSINESS SERVICES LTD. Please ensure the delegates name(s) and organisation are written on the back.

**By Credit Card:** Mastercard and Visa are accepted.

**By BACS:** Bank: Barclays Bank Plc.  
Sort Code: 20-67-59. Account No: 60864978.  
Account Name: Capita Business Services Ltd.  
Please send BACS remittance forms as confirmation of payment.

If payment is not received prior to the conference date there will be an additional administrative charge of £50.00 plus VAT per delegate. Please send payments to: Conferences & Training Customer Centre, Quadrant Court, 49 Calthorpe Road, Edgbaston, Birmingham B15 1TH and quote L1051.

**A VAT invoice will be issued on receipt of payment.**

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If your address details have changed, are incorrect or you do not wish to receive any further information from us, please email [capita.conferences@capita.co.uk](mailto:capita.conferences@capita.co.uk) or telephone 0870 400 1020 quoting the number in the top right hand corner of the mailing label. As our conferences are mailed at least three months in advance you may experience a 2-3 week delay in the changing of your details.

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The information you provide on this booking form will be held on a database to process the confirmation of your place and so that we can keep you up to date with relevant conference programmes and other products and services provided by the Capita Group Plc. We do not pass your details on to any other external companies for marketing purposes

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### Delegate details Please use block capitals

#### 1st Delegate

Title \_\_\_\_\_  
First Name \_\_\_\_\_  
Initials \_\_\_\_\_  
Surname \_\_\_\_\_  
Job Title \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Special/Dietary Requirements/Other \_\_\_\_\_

#### 2nd Delegate

Title \_\_\_\_\_  
First Name \_\_\_\_\_  
Initials \_\_\_\_\_  
Surname \_\_\_\_\_  
Job Title \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
Special/Dietary Requirements/Other \_\_\_\_\_

Please photocopy this form for additional delegates

Book a third delegate at half price.  
Call 0870 400 1020 for details

### Address for joining instructions

Organisation \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

### Name and address for invoice if different

Title \_\_\_\_\_  
First Name \_\_\_\_\_  
Surname \_\_\_\_\_  
Job Title \_\_\_\_\_  
Organisation \_\_\_\_\_  
Address \_\_\_\_\_  
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Postcode \_\_\_\_\_  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

### Payment details

**Public Sector**   
@ £350.00 + VAT @ 17.5%  
No. of delegates \_\_\_\_\_  
TOTAL \_\_\_\_\_

**Private Sector**   
@ £450.00 + VAT @ 17.5%  
No. of delegates \_\_\_\_\_  
TOTAL \_\_\_\_\_

**Registered Charities**   
Charity No \_\_\_\_\_  
@ £150.00 + VAT @ 17.5%  
No. of delegates \_\_\_\_\_  
TOTAL \_\_\_\_\_

Cheque Enclosed   
Please Invoice Me   
Mastercard   
Visa   
Switch

Card Number \_\_\_\_\_  
\_\_\_\_\_  
Expiry date \_\_\_\_\_ Switch issue number \_\_\_\_\_  
\_\_\_\_\_  
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Account Name \_\_\_\_\_  
Account Address \_\_\_\_\_  
(if different from opposite) \_\_\_\_\_  
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### Documentation

If you are unable to attend the conference we are happy to offer the conference documentation on CD ROM or Paper Version. Please send or fax this form to us confirming contact and payment details as above:

Please send me \_\_\_\_\_ CD ROM set(s)   
@ £75 per copy + VAT @ 17.5%

Please send me \_\_\_\_\_ Paper set(s)   
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Please note: documentation will be sent out after the event