

Code of Conduct Online Training & Adoption

Sharon Ellison <Sharon.Ellison@westoxon.gov.uk>

Fri 8/19/2022 10:15 AM

To: 'Parish/Town Councils (Parishes@westoxon.gov.uk)' <Parishes@westoxon.gov.uk>

Cc: Cathy Stone <Cathy.Stone@westoxon.gov.uk>; Sharon Ellison <Sharon.Ellison@westoxon.gov.uk>; Susan Sale <Susan.Sale@westoxon.gov.uk>

 1 attachments (35 KB)

June 2022 FINAL version of Code of Conduct.docx;

Good morning

I am emailing further to an email sent to all Parish/Town Clerks on June 29th with regard to adopting the new code of conduct and your attendance for an online training session for the provisions of the new code of conduct. This email is copied below for you and was from the Council's Interim Monitoring Officer, Susan Sale.

- The online training session will be held on FRIDAY 30 SEPTEMBER 2022 from 10am, it is likely to last approximately 2 hours;
- The online training is available to all Parish/Town Clerks and members of the Parish/Town Council accordingly;
- A Link to the training will be provided to you by email around a week before the training session

I would be very grateful if you could confirm your intention to attend the training session, and let me know names and emails of any members that would also like to attend.

Please respond to me, and my colleague Cathy Stone, as soon as you are able to and by no later than Friday 23 September.

Adoption of the new Code of Conduct

Please could you also let us know whether your Parish/Town has now formally adopted the new version of the code of conduct and when this meeting took place. It would also be helpful to know if you intend to discuss and adopt the code at your next Parish/Town meeting.

I attach a copy of the code of conduct for your convenience.

Many thanks

Kind regards

Sharon

Mrs Sharon Ellison

for Susan Sale

Interim Monitoring Officer

West Oxfordshire District Council

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(Email: to all non-response at 220819)

On Wed, Jun 29, 2022 at 10:49 AM Susan Sale <Susan.Sale@westoxon.gov.uk> wrote:

Dear all

I write by way of introduction as I am the new interim Monitoring Officer at West Oxfordshire District Council, having taken up the role in March of this year. I work two days a week at West Oxfordshire, which are generally Wednesdays and Fridays, and the easiest way to contact me is by email at susan.sale@westoxon.gov.uk. If a matter is urgent, my Executive Assistant is Cathy Stone who can be contacted by email at cathy.stone@westoxon.gov.uk.

You may be aware, that West Oxfordshire District Council, have adopted a revised Code of Conduct for Members, which came into effect on 18th May 2022 at their Annual Council meeting. The revised code, is similar to the new LGA model code, but has been amended in places for clarity and optimisation. I worked collaboratively with all Monitoring Officers across Oxfordshire and I'm pleased to advise that the County Council and all Districts in Oxfordshire have adopted identical codes, which is particularly helpful for those Councillors who may be 'double or triple hatters'. I hope very much that you will consider the code to be an improvement on the previous version and that you will be keen to encourage your Town or Parish Council to formally adopt it. Please find a copy attached, which I would suggest you take to your next Town or Parish Council meeting for consideration with a recommendation for adoption.

I would be grateful if you could advise me please when the code has been adopted by your Town or Parish, and the date of adoption and date it is effective from, for my records. You will also need to publish your new code on your Town or Parish website for transparency.

I shall be providing an on line training session on the provisions of the new Code, and would encourage all clerks and members to attend. The training session will be on **Friday 30th September** at 10.00am and is likely to last approximately 2 hours. Further details and joining instructions will be circulated to clerks nearer the time. In the meantime, it would be useful if you could advise your members, encourage attendance, and by Friday 23rd September advise Cathy Stone of the numbers

you expect will be attending from your authority. I hope to record the session so that it may be distributed to anyone unable to attend on that day.
Do let me know should you have any queries.

Kind regards

Susan Sale
West Oxfordshire District Council
Interim Monitoring Officer

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