

A requirement for staff to act impartially is also included within the Council's Employees' Code.

Such impartiality (particularly crucial in highly contentious matters) is re-enforced by requirements on Councillors in the Code of Conduct. Councillors are placed under a requirement by paragraphs 3(2)(c) of the Code:

*Not to do anything that compromises, or is likely to compromise, the impartially or integrity of those who work for, or on behalf of, the authority.*

- (c) The Council has agreed that no Councillor will be able to serve on this Committee without having agreed to undertake a minimum period of training on the policies procedures, legislation and guidance relevant to of this Committee as specified by the Committee. This training should be completed to an agreed level according to an agreed programme within an agreed time period set by the Committee for newly appointed members and substitute members of the Committee. If the specified training has not been completed by the due date, the Councillor will cease to be a member/substitute member of this Committee until the training has been completed. The Head of Housing and Community Services will keep a record of the training requirements of this Committee and of Councillors' compliance with the requirements. Existing members and substitute members of the Licensing Committee should be updated regularly on changes of legislation and procedures and must receive refresher training on an annual basis. Failure to undertake the refresher training will result in the Councillor ceasing to be a member/substitute member of the Committee until the refresher training has been completed.

## **2. REGISTRATION OF INTERESTS BY COUNCILLORS**

The Localism Act 2011 and the Councillors' Code place requirements on Councillors relating to the registration and declaration of their interests and sets out the consequences for Councillors' participation in consideration of an issue, in light of those interests. These requirements must be followed scrupulously and Councillors should review their situation regularly. Advice may be sought from the Council's Monitoring Officer on these issues. Ultimate responsibility for fulfilling the requirements rests individually with each Councillor.

A register of Councillors' interests will be maintained by the Council's Monitoring Officer, which will be available for public inspection and be published on the Council's website. A Councillor must provide the Monitoring Officer with written details of relevant interests within 28 days of his/her election, or appointment to office. Any changes to those