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10 February 2021

STANDARDS COMMITTEE

A virtual meeting of the Standards will be held on **Thursday, 18 February 2021 at 6.00 pm** and you are requested to attend.

Members: Councillors Edwards (Chairman), Bennett (Vice-Chairman), Blanchard-Cooper, Mrs Baker, Bower, Coster, English, Kelly and Tilbrook.

Independent Persons: Mr J Cooke, Mr B Green, Mrs S Prail and Mr J Thompson, MBE.

PLEASE NOTE: This meeting will be a 'virtual meeting' held using Zoom but as it is a Working Party meeting will be held in private and so not open to the public. The meeting invite including the meeting joining instructions will be sent out 24 hours before the meeting. This meeting will not be webcast.

Different meeting arrangements are in place for the period running from 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual meetings'.

This Council's revised Rules of Procedures for 'virtual meetings' can be found by clicking on this link: <https://www.arun.gov.uk/constitution>

For further information on the items to be discussed, please contact: committees@arun.gov.uk

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda, and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

- a) the item that they the interest in
- b) whether it is a pecuniary, personal and/or prejudicial interest
- c) the nature of the interest

3. MINUTES

(Pages 1 - 8)

To approve as a correct record the Minutes of the meeting held on 3 December 2020 (as attached).

4. ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5. LOCAL ASSESSMENT (CASE AND HEARINGS) PROCEDURE REVIEW

(Pages 9 - 20)

This report deals with the Review of the Case Assessment and Case Hearings review of the Local Assessment Process conducted by Hoey Ainscough Associates (HAA).

6. REVIEW AND REVISION OF THE MEMBER CODE OF CONDUCT

(Pages 21 - 52)

The Local Government Association has adopted a New Model Councillor's Code of Conduct 2020.

It is open to the Council to adopt this Code of Conduct in whole, or with amendments. Alternatively, the Council can amend its existing Member Code of Conduct.

7. REVIEW OF INDEPENDENT PERSONS TO THE STANDARDS COMMITTEE

(Pages 53 - 56)

The Localism Act 2011 requires the Council to appoint at least one independent person to its Standards Committee. This Council recently appointed two new Independent Persons to supplement the support to its Standards Committee. Their terms of appointment require a review by Standards Committee ahead of the one-year anniversary date.

8. RECRUITMENT OF A REPLACEMENT INDEPENDENT PERSON TO THE STANDARDS COMMITTEE (Pages 57 - 60)

To seek the Committee's authority to recruit a replacement Independent Person, following the resignation of one Independent Person, in order to maintain the pool of four.

9. REGISTER OF ASSESSMENT OF COMPLAINTS AGAINST COUNCILLORS (Pages 61 - 64)

This report updates the Committee on the complaints against Councillors received since the last report. The Committee is responsible for maintaining high standards of conduct by Members of the District and Town and Parish Councils, for monitoring operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code.

10. EXEMPT INFORMATION

The Committee is asked to consider passing the following resolution:-

That under Section 100A(4) of the Local Government Act 1972, the public and accredited representatives from newspapers be excluded from the meeting for the following items of business on the grounds they may involve the likely disclosure of exempt information as defined in Part 1 and Part 5 of Schedule 12A of the Act by virtue of the paragraph specified against the items.

11. REGISTER OF ASSESSMENT OF COMPLAINTS AGAINST COUNCILLORS (Pages 65 - 68)

This report updates the Committee on the complaints against Councillors received over the past two years.

12. REQUEST FOR A REVIEW OF A PANEL DECISION (Pages 69 - 72)

A Subject Member has requested a review of the decision against them and this report is submitted in accordance with the Local Assessment Process which states that the Review will be referred to the Standards Committee for a decision via a report presented by the Monitoring Officer.

13. DATA PROTECTION BREACH - REFERRAL FROM THE AUDIT & GOVERNANCE COMMITTEE (Pages 73 - 76)

The Council is responsible for protecting personal data that is collected, processed, stored and disposed of, in accordance with the Data Protection Act 2018.

Following a data protection breach that the Council became aware of in July 2020, the Information Commissioners Office (ICO) recommended that the Council minimised the risk of future data protection breaches, by raising awareness of the importance of Members and Officers being familiar with Council policies and completing mandatory training.

The matter was considered by the Audit and Governance Committee on 19 November 2020, as a Governance issue, who in turn referred it to this Committee for any Member conduct issues.

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.