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7 December 2021

STANDARDS COMMITTEE

A meeting of the Standards Committee will be held in the **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 16 December 2021 at 6.00 pm** and you are requested to attend.

Members: Councillors Tilbrook (Chair), English (Vice-Chair), Bennett, Bicknell, Buckland, Caffyn, Daniells, English, Gregory, Haywood and Kelly

PLEASE NOTE: Subject to Covid-19 Risk Assessments members of the public are advised of the following:

Where public meetings are being held at the Arun Civic Centre, in order to best manage safe space available, members of the public are in the first instance asked to watch the meeting online via the Council's Committee pages – the meeting will be available to watch live via the internet [here](#).

- a) Where a member of the public has registered a request to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer. In response to the continuing health guidelines, there will be very limited public access to this meeting. Admission for public speakers will be by ticket only, bookable when submitting questions. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available for per person.
- b) It is recommended that all those attending take a lateral flow test prior to the meeting.
- c) All those attending the meeting will be required to wear face coverings and maintain safe distancing when in the building/meeting room.
- d) Members of the public must not attend any face to face meeting if they or a member of their household have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on Wednesday 8 December in line with current Procedure Rules. It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered. Permitted questions will be read out by an Officer.

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 - 4)

To approve as a correct record the Minutes of the meeting held on 16 September 2021 (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. **PUBLIC QUESTION TIME**

To receive questions from the public (for a period of up to 15 minutes)

6. **MONITORING OFFICER REPORT**

(Pages 5 - 52)

This report asks Standards Committee to note the report of the Monitoring Officer and to give directions as set out in the report.

[40 minutes]

7. REVIEW OF THE 2021 MEMBER CODE OF CONDUCT (Pages 53 - 80)
- The Council adopted a new Members Code of Conduct in March 2021. This report seeks the view of the Standards Committee as to whether a review of the Code should be undertaken.
- [30 minutes]
8. REVIEW OF INDEPENDENT PERSONS TO STANDARDS COMMITTEE (Pages 81 - 84)
- The Localism Act 2011 requires the Council to appoint at least one Independent Person to its Standards Committee. This Committee currently have a 'pool' of three Independent Persons. This report is in response to an earlier request by Committee to review the number of Independent Persons, following a recruitment drive in 2020.
- [10 minutes]
9. REVIEW OF THE LOCAL ASSESSMENT PROCEDURE AND HEARINGS PROCEDURE (Pages 85 - 108)
- In February 2021, the Council adopted a new Local Assessment Procedure and associated Hearings Procedure in relation to the management of Code of Conduct Complaints Against Councillors. This report seeks Committee's view on whether a review of these procedures should be undertaken.
- [30 minutes]
10. WORK PROGRAMME (Pages 109 - 110)
- The Committee is required to note the Work Programme for 2021/22.
- [5 minutes]
11. REGISTER OF ASSESSMENTS OF COMPLAINTS AGAINST COUNCILLORS (Pages 111 - 112)
- 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 minutes]

12. 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 of newspapers be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

13. REGISTER OF ASSESSMENTS OF COMPLAINTS AGAINST COUNCILLORS

(Pages 113 -
124)

This report updates the Committee on the complaints against Councillors received over the past two years.
[20 minutes]

Note : If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note : Filming, Photography and Recording at Council Meetings – The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link [Filming Policy](#)