



# Public Document Pack

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Committee Manager Helen Burt (ext. 37614)

15 June 2022

## STANDARDS COMMITTEE

A meeting of the Standards Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 23 June 2022 at 6.00 pm** and you are requested to attend.

Members: Councillors P. English (Chair), Kelly (Vice-Chair), Bennett, Bicknell, Buckland, Caffyn, Coster, Daniells, J. English, Gregory and Tilbrook

**PLEASE NOTE:** Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the Council's Committee pages.

1. Where a member of the public wishes to attend the meeting or 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, but of course can attend the meeting in person.
2. It is *recommended* that all those attending take a lateral flow test prior to the meeting.
3. Those attending the meeting will *not* be required to wear a face covering however, are encouraged to bring one along to cover instances where a meeting may have higher public attendance. Masks will be made available at the meeting.
4. We request members of the public do not attend any face to face meeting if they 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](mailto:Committees@arun.gov.uk) by 5.15 pm on Wednesday 15 June 2022 in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered.

For further information on the items to be discussed, please contact [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk).

## **AGENDA**

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

Members and Officers are invited to make any declaration 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 items or as soon as the interest becomes apparent.

Members and Officers should make their declaration by stating:

- 1) the item they have the interest in
- 2) whether it is a pecuniary/personal interest and/or prejudicial interest
- 3) the nature of the interest

3. **MINUTES**

(Pages 1 - 4)

To approve as a correct record the Minutes of the meeting held on 30 March 2022 (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. **START TIMES**

The Committee is required to agree its start times for the year 2022/23.

7. **MONITORING OFFICER REPORT**

(Pages 5 - 10)

This is a regular report to Committee by the Monitoring Officer to give Members an overview of the work of the Interim Monitoring Officer relevant to this Committee.

8. REVIEW OF THE 2021 MEMBER CODE OF CONDUCT IN REGARD TO THE TREATMENT OF REGISTRATION AND DISCLOSURE OF INTERESTS (Pages 11 - 16)

The Council adopted a new Members Code of Conduct in March 2021. This report asks Committee to consider the Flowchart relating to disclosure of Interests.

9. MEMBER LEARNING & DEVELOPMENT - DRAFT MEMBER INDUCTION PROGRAMME (Pages 17 - 22)

This reports presents a draft 2023 post-election induction programme for comment and discussion.

10. WORK PROGRAMME (Pages 23 - 24)

The Committee is required to note the Work Programme for 2022/23.

11. REGISTER OF COMPLAINTS AGAINST COUNCILLORS (Pages 25 - 26)

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.

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 COMPLAINTS AGAINST COUNCILLORS (Pages 27 - 36)

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

- 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](#)

## STANDARDS COMMITTEE

30 March 2022 at 6.00 pm

Present: Councillors Tilbrook (Chair), English (Vice-Chair), Caffyn, Edwards (Substitute for Bicknell), Mrs English, Gregory, Mrs Haywood and Kelly.

Also present were Independent Persons:

Mrs Sandra Prail  
Mr John Thompson  
Mr John Cooke

### 791. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Bicknell and Daniells

### 792. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### 793. MINUTES

The Minutes of the meeting held on 16 December 2021 were approved by the Committee. These would be signed at the end of the meeting.

### 794. PUBLIC QUESTION TIME

The Chair confirmed that no questions had been submitted for this meeting.

### 795. MONITORING OFFICER REPORT

Upon invitation of the Chair, the Interim Group Head of Law and Governance introduced the report. He updated Committee on matters that had arisen since the report had been prepared. This included issues regarding Declarations of Interest from Members that were Members of more than one Council, which needed to be included in their declarations. He also explained that the Monitoring Officer (MO) would normally be supported by two deputies, however Arun currently had one as there was one vacancy, and the remaining Deputy Monitoring Officer would be leaving soon, so a recruitment process would need to begin. He went on to explain various areas in the MO report. He asked Members to consider what they felt should be included in the induction package for new Members, which he wanted to be on the Work Programme for the following Standards meeting.

Member then took part in a discussion where the following points were raised:

- It was felt that Code of Conduct training for new Members should be mandatory, and this should be enforced.

Standards Committee - 30.03.22

- It was suggested that two deputies be recruited at the same time.
- Clarification was sought regarding whether the recording of the training provided by external trainers was able to be shared with all Arun District Councillors. The MO confirmed that this was the case, but it could not be shared with Parish Councillors due to copyright issues, however for future external training sessions agreement to share with Parish Councillors would be required from the Trainer.
- More Members should receive training on regulatory committees so that a pool of substitutes would be available.

A discussion then took place around the Monitoring Officer's decision not to add the narrative from Bognor Regis Town Council's Code of Conduct into the Arun Code of Conduct. The Committee wanted to explore the reasons for this further including why the MO felt the narrative was defective. They also wanted to be consulted on the proposed briefing paper and how this would look. Members wanted this to be included as a separate agenda item at the next meeting of the Standards Committee. The MO explained that an explanation of the Code should not form part of the Code but should be a standalone document capable of quick revision. It was the role of the MO to provide advice to Members on the Code, not the role of Members to provide advice to themselves.

Councillor Edwards then proposed the recommendation with the addition of 'including Monitoring the Operation of the Code'. This was seconded by Councillor Haywood.

The Committee

#### RESOLVED

That the Monitoring Officer Report be noted and the proposed items for the future workplan, including Monitoring the Operation of the Code, be supported.

#### 796. WORK PROGRAMME

The Committee noted the Work Programme, with the addition of Monitoring the Operation of the Code, as agreed in the previous Item.

#### 797. REGISTER OF ASSESSMENTS OF COMPLAINTS AGAINST COUNCILLORS

Upon invitation of the Chair, the Interim Group Head of Law and Governance introduced the report.

There were no questions from Members.

The recommendation was Proposed by Councillor Gregory and Seconded by Councillor Caffyn.

The Committee

RESOLVED

That the Register of Complaints against Councillors and progress of any outstanding complaints be noted.

798. EXEMPT INFORMATION

The Committee

RESOLVED

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 items of business on the grounds that they may 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 items.

799. REGISTER OF ASSESSMENTS OF COMPLAINTS AGAINST COUNCILLORS

The recommendation was Proposed by Councillor Gregory and Seconded by Councillor Caffyn.

Following a discussion, the Committee

RESOLVED

That the Register of Complaints against Councillors be noted.

(The meeting concluded at 6.58 pm)

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## ARUN DISTRICT COUNCIL REPORT TO STANDARDS COMMITTEE ON 23 JUNE 2022

### REPORT

**SUBJECT:** Monitoring Officer Report – June 2022

**REPORT AUTHOR:** Solomon Agutu – Interim Monitoring Officer

**DATE:** June 2022

**EXTN:** 37610

**AREA:** Corporate Support – Law & Governance

#### EXECUTIVE SUMMARY:

This is a regular report to Committee by the Monitoring Officer to give Members an overview of the work of the Interim Monitoring Officer relevant to this Committee.

#### RECOMMENDATIONS: That Committee

1. Notes the Monitoring Officer Report and supports the proposed items for the future workplan.

#### Background

The functions of the Monitoring Officer (MO) are set out in Part 2 of the Constitution (Articles). Those functions relevant to Standards Committee are:

- (a) Maintaining the Constitution – the Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Councillors, Officers and the public.
- (b) N/A
- (c) Supporting the Standards Committee – the Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.
- (d) Conducting investigations – the Monitoring Officer will consider allegations of misconduct by Councillors in accordance with the Council's adopted Local Assessment Procedure.

#### Maintaining the Constitution

Following the meeting of Full Council on 11 May 2022 the up-to-date version of the Constitution was published on 31 May 2022. A number of items were carried forward for further discussion by the Constitution Working Party (CWP).

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### **Member/Officer Protocol.**

This is the protocol which regulates Member/Officer relations. As the new Committee model of governance continues to evolve a review of this Protocol will be undertaken by the new Group Head of Law & Governance (Monitoring Officer) after they take up their post on 20 June 2022.

### **Monitoring take-up of the Arun new Code of Conduct by Parish and Town Councils**

Following adoption of the new Code of Conduct, the Monitoring Officer (supported by Independent Persons) held a briefing session for all Parish Clerks to promote the adoption of the new Code in the Parish Councils. The new Code was then submitted to the Parishes for adoption. So far, 23 Parishes have agreed to adopt the Code. Of the remaining councils:-

- Middleton-on-Sea Parish Council is remaining with the 2012 Code
- Littlehampton Town Council has their own Code

### **Signing Acceptance of the Code**

The Monitoring Officer monitors the signing of acceptance by Members of the new Code. All Arun District councillors have now signed their declarations.

### **Monitoring the Operation of the Code.**

At their meeting on 16 December 2021, Committee discussed the effectiveness and relevance of the 2021 Code and suggested some updates., Committee agreed that the Code in place was effective and appropriate and did not require a full review. However, they did wish for a clearer definition of registrable interests. Committee requested that the narrative included in Bognor Regis Town Council's Code of Conduct be replicated within Arun's Code. (Minute 536 refers). The Monitoring Officer has reviewed the proposals and the Monitoring Officer did not believe that explanations should be part of or within the Code but if needed should be given as a standalone briefing paper. At the last meeting Committee asked for a separate paper on this issue.

### **Monitoring the operation of the Local Assessment/Hearing Procedure and recommending any revisions to the Full Council.**

No further updates.

### **Where not covered by the Local Assessment Procedure, determining the action to be taken on any failure of a District Councillor, Town or Parish Councillor or co-opted Member to comply with the relevant authority's Code of Conduct following a report from the Monitoring Officer.**

The Monitoring Officer has nothing to report on this issue at this meeting.

### **Conducting Investigations and arranging for the establishment of Hearing Panels under the Local Assessment Procedure**

The register of complaints under consideration and investigation is a separate item on the agenda and shows where investigations are in progress.

### **Delivery of training on the Members' Code of Conduct to District Councillors, Town and Parish Councillors and co-opted Members.**

Training on the Code of Conduct was delivered to district councillors virtually, by an external provider, on 7 December 2021 – 23 District Councillors attended this. The recording of the presentation, and a copy of the presentation slides, was subsequently circulated to all Councillors, and those who were unable to attend the presentation have been asked to

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watch the recording and confirm to the Monitoring Officer that they have done so. A reminder was issued on 02.02.22, and again on 1 April 2022 (following a request from Committee at their meeting on 30 March). At the time of writing this report, 11 councillors have confirmed that they have watched the recording (total of 34 completions).

### **Recruitment of Independent Persons**

Nothing further to report.

### **Member Learning and Development**

See Training Matrix attached at Appendix A. This is related to the mandatory training which Members are required to have before they can sit on a Committee. The matrix assists those Members looking for a substitute to know who can be asked.

The MO is constantly monitoring the training and development of Members on other areas related to their work. The Monitoring Officer believes that Members should help develop an induction programme and a rolling programme and a report is included on this agenda dealing with an induction programme for new Members following May 2023 elections. Following the next election it is proposed to adopt a training record of all training/briefing sessions attended by Members.

### **2. PROPOSAL(S):**

The proposal is that Committee notes the report and comment where necessary.

### **3. OPTIONS:**

None

### **4. CONSULTATION:**

N/A

Has consultation been undertaken with?	YES	NO
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	YES	NO
Financial		✓
Legal		✓
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓

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Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓

**6. IMPLICATIONS:**

This is a standard report to keep Committee Members abreast of the relevant work of the Monitoring Officer since the last meeting of the Committee

**7. REASON FOR THE DECISION:**

This report is for Committee information and to assist Members in developing the Standards Committee work programme.

**8. BACKGROUND PAPERS:**

Appendix A - Training Matrix

[illegible]

[illegible]

## ARUN DISTRICT COUNCIL

### REPORT TO THE STANDARDS COMMITTEE ON 23 June 2022

**SUBJECT: Review of the 2021 Member Code of Conduct in Regard to the Treatment of Registration and Disclosure of Interests**

**REPORT AUTHOR:** Solomon Agutu – Interim Head of Law and Governance & Monitoring Officer  
**DATE:** June 2022  
**EXTN:** 37610  
**AREA:** Corporate Support – Law & Governance

#### **EXECUTIVE SUMMARY:**

The Council adopted a new Members Code of Conduct in March 2021. This report asks Committee to consider the Flowchart relating to disclosure of Interests.

#### **RECOMMENDATIONS:**

The Committee is asked to adopt the flowchart and request that the flowchart is circulated to all Members.

#### **1. BACKGROUND:**

- 1.1 The Members Code of Conduct was adopted by Full Council at its meeting on 17 March 2021.
- 1.2 It is now believed that the Members' 2021 Code of Conduct provides clear expectations on Members as to their conduct and should help to manage public expectations.
- 1.3 Best practice from the Committee on Standards in Public Life also recommends an annual review of the Code (Best Practice 3) "...to seek, where possible, the views of the public, community organisations and neighbouring authorities."
- 1.4 At their meeting on 16 December 2021, Committee agreed that the Code in place was effective and appropriate and did not require a full review. However, they did wish for a more clear definition of registrable interests. Committee requested that the narrative included in Bognor Regis Town Council's Code of Conduct be replicated

within Arun's Code (Minute 536 refers). The Monitoring Officer (MO) has reviewed the proposals and the MO does not believe that these explanations should be part of the adopted Code but if needed should be given as a separate standalone briefing paper.		
1.5 At their meeting in March 2022 Committee asked for an opportunity to discuss the issue in more detail.		
<b>2. PROPOSALS</b> Standards Committee is asked not to make any recommendations for change at this time.		
<b>3. OPTIONS:</b> 1) To adopt the flowchart as an amendment to the Members Code of Conduct and refer to Constitution Working Party for discussion. 2) To adopt the flowchart and request that the flowchart is circulated to all Members.		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial		✓
Legal		✓
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
<b>6. IMPLICATIONS:</b> Clarification of the definitions of registrable interests will help Members and Officers to understand when, how, and why an interest should be declared, and recorded in meeting minutes.		
<b>7. REASON FOR THE DECISION:</b>		



A Member Code of Conduct is required by Section 27 of the Localism Act 2011. Local Government Act 1999 requires the council to continuously improve in efficiency, economy and effectiveness.

**8. BACKGROUND PAPERS:**

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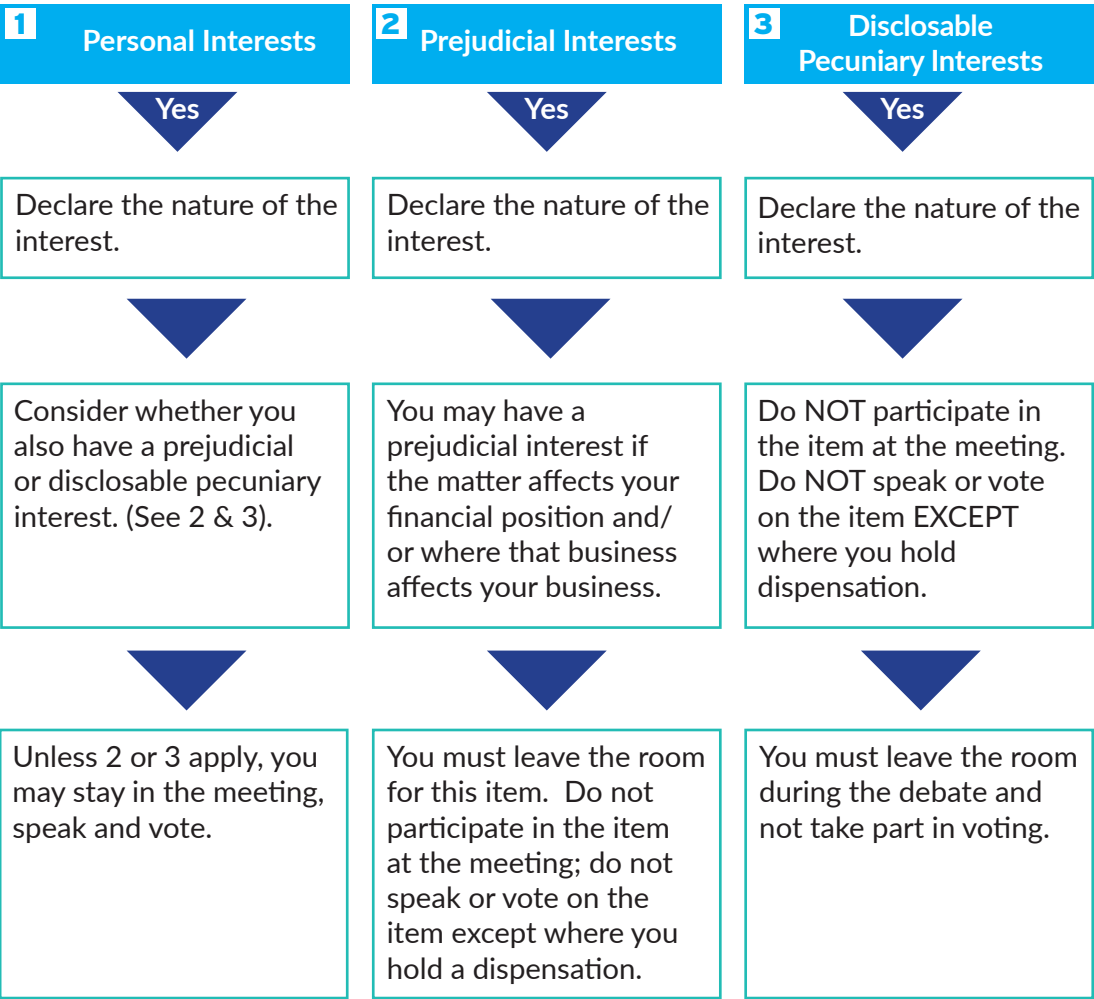
# Maintaining and promoting high standards of conduct

## Declaring interest at meetings

Familiarise yourself with the Member Code of Conduct which can be found in Part 8 of the Council's Constitution.

Before the meeting, read the agenda and reports to see if the matters to be discussed at the meeting concern your interests.

Do any matters being discussed at the meeting refer to your registered interests?



If you consider that you have no interests to declare, you can take part in the meeting, speak and vote.

### What are the principles of bias and predetermination and how do they affect my participation in the meeting?

Bias and predetermination are common law concepts. If they affect you, your participation in the meeting may call into question the decision arrived at on the item.

**Bias test**

In all the circumstances, would it lead a fair minded and informed observer to conclude that there was a real possibility or a real danger that the decision maker was biased?

**Predetermination test**

At the time of making the decision, did the decision maker have a closed mind?

**Selflessness**  
Councillors should act solely in terms of the public interest.

**Integrity**  
Councillors must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any relationships.

**Objectivity**  
Councillors must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**Accountability**  
Councillors are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**Openness**  
Councillors should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**Honesty**  
Councillors should be truthful

**Leadership**  
Councillors should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour whenever it occurs.

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## ARUN DISTRICT COUNCIL

### REPORT TO THE STANDARDS COMMITTEE ON 23 June 2022

**SUBJECT: Member Learning & Development - Draft Member Induction Programme**

**REPORT AUTHOR:** Solomon Agutu – Interim Head of Law and Governance & Monitoring Officer  
**DATE:** June 2022  
**EXTN:** 37610  
**AREA:** Corporate Support – Law & Governance

#### **EXECUTIVE SUMMARY:**

This reports presents a draft 2023 post-election induction programme for comment and discussion.

#### **RECOMMENDATIONS:**

That Officers be authorised to develop this draft and ensure that the programme is funded during the budget making process..

#### **1. BACKGROUND:**

- 1.1 Local elections are due to take place in May 2023. This document sets out proposals for an induction programme to assist in Members' initial orientation to the role, to the council as an organisation generally, to Arun as a place and an introduction to key partners.
- 1.2 The purpose of induction is to provide information and support to incoming Members (including those retaining seats), which will engender an understanding of Arun's corporate objectives, the council's structure, its chief Officers, facilities and important policies and procedures. It should also help Members to identify and meet with key partners.
- 1.3 The attached programme (appendix 1) is for discussion in order to allow it to be developed further.

<b>2. PROPOSALS</b> To comment on the programme.		
<b>3. OPTIONS:</b> 1) This report is for discussion and comment that may generate other options.		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council		✓
Relevant District Ward Councillors		✓
Other groups/persons (please specify)		✓
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:</b> <b>(Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
Financial		✓
Legal		✓
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓
Technology		✓
Other (please explain)		✓
<b>6. IMPLICATIONS:</b>		
<b>7. REASON FOR THE DECISION:</b> N/A		
<b>8. BACKGROUND PAPERS: Draft Programme attached</b>		

## Appendix 1

### Draft Member Induction Programme 2023

1. Local elections are due to take place in May 2023. This document sets out proposals for an induction programme to assist in Members' initial orientation to the role, to the council as an organisation generally, to Arun as a place and an introduction to key partners.
2. The purpose of induction is to provide information and support to incoming Members (including those retaining seats), which will engender an understanding of Arun's corporate objectives, the council's structure, its chief Officers, facilities and important policies and procedures. It should also help Members to identify and meet with key partners.
3. Modules would be rolled out during May/Dec 2023, primarily but not exclusively as evening sessions online to ensure maximum attendance.
4. Module three (Arun, the Organisation) would require the involvement of CMT / appropriate Officers to explain key aspects of departmental work.
5. Module four (Arun the Place) would require the involvement of the Corporate Management Team (CMT) in agreeing the agenda for the event.
6. Module five (Key Partners) would require the involvement of partner organisations.
7. In addition to the modules outlined below additional mandatory learning and development sessions would be arranged for Members appointed to specific Committees, e.g. planning, licensing, Audit & Governance, Standards
8. Where possible and agreed by the political party a proposal will be made for new Members to engage a more experienced Member as a mentor for the first 6(?) months of their tenure.
9. A separate Members' learning and development area is in SharePoint and will incorporate an induction page, highlighting events and giving those who are unable to attend events access to documents and videos clips of presentations.
10. A rolling four year programme of events .

Core Induction Framework		
	What	when
Module one <b>Welcome</b>	<ul style="list-style-type: none"> <li>Members provided with official documentation to sign. e.g. allowances, P46, security pass form, IT equipment, declarations of Interest, etc</li> <li>Welcome pack provided to Members covering key information and contacts,</li> </ul>	
Module two <b>The importance of being an elected member</b>	<ul style="list-style-type: none"> <li>Understanding local government</li> <li>Code of conduct</li> <li>Equality and diversity</li> <li>Member allowances</li> <li>Relationship with officers</li> </ul>	2hr evening session May 2023 Date TBC Face to face or Zoom
Module three <b>Arun: the organisation</b>	<ul style="list-style-type: none"> <li>Meet CMT/Group Heads</li> <li>Council priorities</li> <li>Departments, key initiatives and Officers</li> <li>Focus on empowering members, getting to know departments and key Officers, not on overloading with facts and figures</li> </ul>	2hr evening session May 2023 Date TBC Face to face or Zoom
Module four <b>Arun: the place</b>	<p>4A)</p> <ul style="list-style-type: none"> <li>Visits to key sites in the borough (e.g. major developments, regeneration, key departmental services and initiatives – CMT/Group Heads to advise on number and range of visits and learning points)</li> </ul> <p>4B)</p> <ul style="list-style-type: none"> <li>Meeting with Councillors for each ward to highlight ward profile, GIS, Mosaic, customer satisfaction information</li> </ul>	<p>June – December 2023 Date TBC</p> <p>June – September 2023</p>
Module five <b>Partners</b>	<p>5A)</p> <ul style="list-style-type: none"> <li>Chief executive to lead – outline Arun's key</li> </ul>	2hr evening session June 2023



	<p>partnerships, Community Strategy, short presentations from one or two key partners e.g. Police Commander</p> <ul style="list-style-type: none"> <li>• Focus on value of partnership working and relationships</li> <li>• Market place – stalls representing key partners</li> <li>• Networking and refreshments</li> </ul> <p>5B)</p> <ul style="list-style-type: none"> <li>• Member visits to partner organisations</li> </ul>	<p>Date TBC Face to Face or Zoom</p> <p>June – December 2023</p>
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## STANDARDS COMMITTEE WORK PROGRAMME 2022/23

<b>Standards Committee</b> Monitoring Officer	<b>Report Author</b>	<b>Date of Meeting</b>	<b>Full Council Meeting Date</b>
1. Register of Assessments of Complaints Against Councillors (Public)	Monitoring Officer	<b>23.06.22</b>	<b>13.07.22</b>
2. Register of Assessments of Complaints Against Councillors (Exempt)	Monitoring Officer		
3. Monitoring Officer Report, including monitoring the operation of the Code	Monitoring Officer		
4. Member Learning & Development	Monitoring Officer		
5. Briefing paper on Code of Conduct (from meeting 30.03.22)	Monitoring Officer		
1. Register of Assessments of Complaints Against Councillors (Public)	Monitoring Officer	<b>13.10.22</b>	<b>09.11.22</b>
2. Register of Assessments of Complaints Against Councillors (Exempt)	Monitoring Officer		
3. Monitoring Officer Report including monitoring the operation of the Code	Monitoring Officer		
4. Member Learning & Development	Monitoring Officer		
1. Register of Assessments of Complaints Against Councillors (Public)	Monitoring Officer	<b>15.12.22</b>	<b>18.01.23</b>
2. Register of Assessments of Complaints Against Councillors (Exempt)	Monitoring Officer		

## STANDARDS COMMITTEE WORK PROGRAMME 2022/23

3. Monitoring Officer Report including monitoring the operation of the Code	Monitoring Officer		
4. Member Learning & Development	Monitoring Officer		
5. Review of Social Media Guidance	Monitoring Officer		
1. Register of Assessments of Complaints Against Councillors (Public)	Monitoring Officer	<b>23.02.23</b>	<b>15.03.23</b>
2. Register of Assessments of Complaints Against Councillors (Exempt)	Monitoring Officer		
3. Monitoring Officer Report including monitoring the operation of the Code	Monitoring Officer		
4. Member Learning & Development	Monitoring Officer		

## ARUN DISTRICT COUNCIL

### REPORT TO THE STANDARDS COMMITTEE ON 23 JUNE 2022

<b>SUBJECT:</b>	Register of Assessments of Complaints against Councillors
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<b>REPORT AUTHOR:</b>	Solomon Agutu – Interim Monitoring Officer
<b>DATE:</b>	May 2022
<b>EXTN:</b>	ext 37610
<b>AREA:</b>	Corporate Support – Law & Governance

#### EXECUTIVE SUMMARY:

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.

#### RECOMMENDATIONS:

The Committee is asked to resolve that:

- (1) the Register of Complaints against Councillors and progress of any outstanding complaints be noted.

#### 1.0 BACKGROUND AND COMPLAINT ACTIVITY

- 1.1 A Register of Assessments of Complaints against Councillors is updated regularly by the (Interim) Monitoring Officer and distributed to Members of the Standards Committee. This assists Members in making decisions on where to direct training and to review any lessons learned. The register is also a reference source for Members of other similar complaints, when dealing with assessments.
- 1.2 Since the last report (considered by Standards Committee at the meeting on 30 March 2022), the following complaints have been received, progressed or completed.

Case Ref	Council	Allegation/Complaint	Outcome
21/05	Arun District Council	Disrespect to fellow Councillors and misuse of social media	Informal Resolution – offer of ‘round table’ meeting to air grievances and resolve. Rejected by one Subject Member. MO to decide how to take forward.

21/06	Arun District Council	Disrespect, bullying and bringing the council into disrepute following comments made at a committee meeting	Monitoring Officer carrying out initial assessment
22/01	Felpham Parish Council	Not acting with integrity/honesty, not acting lawfully, not treating people fairly.	Investigation underway
22/02	Arun District Council	Disrespect shown towards fellow councillors	Monitoring Officer carrying out initial assessment
22/03	Arun District Council	Disrespect shown towards public	Monitoring Officer carrying out initial assessment

## **2.0 REASON FOR THE INFORMATION**

2.1 To comply with the adopted Code of Conduct and Local Assessment Procedure.

## **3.0 OPTIONS**

1. None as all the complaints have been considered, or are being considered, in line with the adopted Local Assessment Procedure.

## **4.0 BACKGROUND PAPERS**

Members Code of Conduct  
Local Assessment Procedure

<https://www.arun.gov.uk/complaints-against-councillors>  
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