



# Public Document Pack

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Committee Manager Helen Burt (Ext. 37614)

03 October 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 13 October 2022 at 6.00 pm** and you are requested to attend.

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

**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 webpages](#).

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. 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, 05 October 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:

- 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 - 6)

To approve as a correct record the Minutes of the meeting held on 23 June 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. MONITORING OFFICER REPORT

(Pages 7 - 12)

This is a regular report to the Committee by the Monitoring Officer to give the Committee an overview of the work of the Monitoring Officer that falls within the scope of the functions for which the Committee is responsible.

[15 Minutes]

7. WORK PROGRAMME

(Pages 13 - 14)

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

[5 Minutes]

8. REGISTER OF ASSESSMENT OF COMPLAINTS AGAINST COUNCILLORS (Pages 15 - 18)

This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report on 23 June 2022. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct.

[10 Minutes]

9. 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.

10. REGISTER OF ASSESSMENT OF COMPLAINTS AGAINST COUNCILLORS (Pages 19 - 24)

This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report on 23 June 2022. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct.

[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](#).

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## STANDARDS COMMITTEE

23 June 2022 at 6.00 pm

Present: Councillors P. English (Chair), Kelly (Vice-Chair), Bicknell, Caffyn, Coster, Daniells, Gregory and Edwards (Substitute for J. English)

Councillors Gunner was also in attendance for all or part of the meeting.

Also present was Independent Person Mr J Thompson

[Note: Councillors P. English and Coster were absent from the meeting during Minute numbers 99-101]

### 88. WELCOME

After welcoming Members and Officers to the meeting, the Chair welcomed the new Group Head of Law and Governance, Daniel Bainbridge.

### 89. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Independent Person Mrs Sandra Prail, and Councillor J. English

### 90. DECLARATIONS OF INTEREST

Councillor P. English declared a Prejudicial Interest in Agenda Items 11-13 as his name was on a complaint. He confirmed that he would be leaving the meeting during discussion of those items.

Councillor Coster declared a Prejudicial Interest in Agenda Items 11-13. He confirmed that he would be leaving the meeting during discussion of those items.

### 91. MINUTES

The Minutes of the meeting held on 30 March 2022 were approved by the Committee. These would be signed after the meeting.

### 92. 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

The Chair confirmed that there were no urgent matters for this meeting.

### 93. PUBLIC QUESTION TIME

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

Standards Committee - 23.06.22

94. START TIMES

The Committee

RESOLVED

That its start times for meetings for 2022/23 be 6.00pm.

95. MONITORING OFFICER REPORT

Upon invitation of the Chair, the Interim Monitoring Officer introduced the report. He explained that the purpose of the report was to update Members on the work of the Monitoring Officer relevant to this Committee. He then briefly summarised each of the areas contained in the report, and offered to answer Member questions at each stage.

The Interim Monitoring Officer provided an update to Members regarding the Member Training Schedule in respect of Councillor Roberts as a new Member and Chair of the Licensing Committee. In preparing for the two items that were on the agenda for the meeting of the Licensing Committee on 17 June 2022, Councillor Roberts received one to one training delivered by Nat Slade and Neil Williamson on 16 June 2022 at 3.00 pm. This had only been offered to Councillor Roberts in recognition that he was the only new Member to be appointed to the Licensing Committee following the Annual Meeting of the Council held on 18 May 2022. The training delivered covered all of the parameters needed for Councillor Roberts to Chair the 17 June 2022 meeting of the Licensing Committee. Councillor Roberts was also booked to attend a virtual training session with the Institute of Licensing on 14 July 2022 which all other members of the Licensing Committee attended during the last Municipal Year. This was the first opportunity for Councillor Roberts to attend this training and would be completed well in advance of the Licensing Committee taking place on 9 September 2022.

There was a discussion regarding the training matrix and whether this was clear enough. It was suggested that a second row for those trained to sit as a substitute on Standards Committee was unnecessary, and those trained as substitutes should be under the Standards Committee section. This also applied for other Committees such as Planning Committee and Planning Policy Committee. The Interim Monitoring Officer confirmed that this would be looked at by Officers.

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

The Committee

RESOLVED

That they note the Monitoring Officer Report and supported the proposed items for the future workplan.

96. REVIEW OF THE 2021 MEMBER CODE OF CONDUCT IN REGARD TO THE TREATMENT OF REGISTRATION AND DISCLOSURE OF INTERESTS

Upon invitation of the Chair, the Interim Monitoring Officer introduced the report, which contained two aspects, the first relating to the flowchart, the second that if Members supported the flowchart, it was requested that this be circulated to all Councillors. The Interim Monitoring Officer did not recommend adding the flowchart to the Code of Conduct. He explained why the Arun flowchart was different from that of the Bognor Regis Town Council, and that Officers had tried to make it specific to Arun's Code of Conduct.

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

Clarification was sought around the bias test. The Interim Monitoring Officer explained that this was directed to Councillors, as it was for them to try and apply the test to themselves. It was for the Monitoring Officer to assist Members with this if necessary.

It was asked whether more detailed examples of the different interests could be listed, however many felt this may be misleading as interests should be taken on a case-by-case basis. The Group Head of Law and Governance explained that Section 3 and 4 of the Code set out the test for what were personal and prejudicial interests. He felt examples should be covered via ongoing training. Members should take advice from the Monitoring Officer if there was any doubt surrounding their interests relating to specific Items.

Clarification about the Predetermination test was requested. The Interim Monitoring Officer explained that these issues tended to arise in Licencing and Planning, and in other Committees to a different degree. He explained Members should not go to a meeting close-minded as this would then be classed as predetermined. Members should listen to debate and be open to having their minds changed.

The Interim Monitoring Officer went on to explain that it was not recommended to add the flowchart into the Code of Conduct, and it should be used as guidance only. It was asked by a Member that this flowchart be included in the Induction Pack for new Members, and also be circulated to every Councillor.

Standards Committee - 23.06.22

The recommendation was Proposed by Councillor Kelly and Seconded by Councillor Edwards.

The Committee

RESOLVED

That the flowchart be adopted and circulated to all Members.

97. MEMBER LEARNING & DEVELOPMENT - DRAFT MEMBER INDUCTION PROGRAMME

Upon invitation of the Chair, the Interim Monitoring Officer introduced the report. He explained that the purpose of bringing the report to the Committee was to ensure Members were largely happy with the suggested plan, in order for Officers to begin making bids to ensure the training for Members could be properly funded. He went on to explain that this report covered the first part of the Member learning and development which was the induction of Members, and that the ongoing Member training and development opportunities would be discussed at the next meeting.

Members (and a non-Committee Member given permission to speak by the Committee) then took part in a discussion where the following points were raised:

- The Code of Conduct should form part of the welcome pack given to new Members.
- It was felt that Modules 2 and 3 should be 'in person' training as opposed to virtual, and this should take place in the Chamber to allow new Members to become familiar with the equipment and the Chamber itself.
- There should be an explanation to all new Members of what each Committee covered and was responsible for.
- Module 5 should be face-to-face, and it was suggested that a less formal get together be held to allow Members to network and get to know each other, which may encourage good working relations between Councillors.
- The induction should include 'how to do your job as a Councillor', who to go to for answers, and the powers of the Council
- There was further support for face-to-face as opposed to virtual inductions.

The Interim Monitoring Officer was grateful for the Member feedback, which he would be incorporating into the induction programme. He also would welcome more suggestions from Members if they wanted to get in touch with him directly.

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



The Committee

RESOLVED

That Officers be authorised to develop the draft Member Induction Programme 2023 and ensure that the programme is funded during the budget making process.

98. WORK PROGRAMME

Upon invitation of the Chair, the Interim Monitoring Officer introduced the Work Programme, which was noted by the Committee.

99. REGISTER OF COMPLAINTS AGAINST COUNCILLORS

Councillor P. English re-declared his Prejudicial Interest in agenda items 11-13 and handed over to the Vice-Chair, Councillor Kelly, to Chair the remainder of the meeting. Councillor P. English then left the meeting.

Councillor Coster re-declared his Prejudicial Interest in agenda items 11-13 and left the meeting.

Upon invitation of the Chair, the Interim Monitoring Officer introduced the report.

There were no questions from Members.

The recommendation was Proposed by Councillor Kelly and Seconded by Councillor Edwards.

The Committee

RESOLVED

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

Standards Committee - 23.06.22

100. 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.

101. REGISTER OF COMPLAINTS AGAINST COUNCILLORS

The recommendation was Proposed by Councillor Kelly and Seconded by Councillor Edwards.

Following a discussion, the Committee

RESOLVED

That the Register of Complaints against Councillors be noted.

(The meeting concluded at 7.36 pm)

## Arun District Council

<b>REPORT TO:</b>	<b>STANDARDS COMMITTEE 13.10.22</b>
<b>SUBJECT:</b>	<b>MONITORING OFFICER REPORT – OCTOBER 2022</b>
<b>LEAD OFFICER:</b>	<b>DANIEL BAINBRIDGE – MONITORING OFFICER</b>
<b>LEAD MEMBER:</b>	COUNCILLOR PAUL ENGLISH
<b>WARDS:</b>	<b>ALL</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The Localism Act 2011 requires local authorities to “...promote and maintain high standards of conduct by members and co-opted members of the authority.” [Chapter 7, para 27(1)].	
<b>DIRECTORATE POLICY CONTEXT:</b>	
None	
<b>FINANCIAL SUMMARY:</b>	
No financial implications as this is an information report.	

### 1. PURPOSE OF REPORT

The Council’s Constitution (Part 3, Section 5.4) outlines the responsibility of the Standards Committee, and this report informs committee members of matters relating to this responsibility.

### 2. RECOMMENDATIONS

1.1. The Committee is asked to note the contents of this report.

### 3. EXECUTIVE SUMMARY

1.2. This is a regular report to the Committee by the Monitoring Officer to give the Committee an overview of the work of the Monitoring Officer that falls within the scope of the functions for which the Committee is responsible.

### 4. DETAIL

4.1. The functions of the Monitoring Officer are set out in Part 2 of the Constitution (Article 11; Para 4). 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. N/A

- d. 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.
- e. Conducting investigations – the Monitoring Officer will consider allegations of misconduct by Councillors in accordance with the Council’s adopted Local Assessment Procedure.
- f. N/A
- g. N/A
- h. N/A

### **Maintaining the Constitution**

4.2. The latest version of the Constitution was published on 7 July 2022. The Monitoring Officer has since identified a number of items that require amendment, including changes to job titles and reporting lines following the Chief Executive’s restructure of senior management in July 2022. Proposed amendments will be presented to a future meeting of the Constitution Working Party and Full Council.

### **Protocol on Member and Officer Relations (Part 8.2 of the Constitution)**

4.3. The Protocol provides the guide to good working relationships between Members and Officers of the Council. The Monitoring Officer is currently reviewing the Protocol to ensure it is up-to-date and fit for purpose, that it reflects current national guidance, and that it provides a genuinely effective guide for both Councillors and Officers in their daily interactions. This latter point is vital to the fundamental principle that Councillors and Officers should work together as one ‘team’.

4.4. A report will be brought to the Committee’s meeting in January with proposed changes to the Protocol. It is important that the, together with the other items to be brought to the Committee at its January meeting, are reviewed and updated ahead of the May 2023 local elections.

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

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

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

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

### **Monitoring the Operation of the Code of Conduct**

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

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

4.8. No further changes have taken place since the last report. However, the Monitoring Officer is currently reviewing the Local Assessment Procedure in line with comments he made to the Committee’s meeting on 23 June 2022, and any proposed changes will be brought to the Committee’s meeting in January.

**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.**

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

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

4.10. The register of complaints under consideration and investigation is a separate item on the agenda for this meeting 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.**

4.11. Training on the Code of Conduct will be incorporated into the Members Induction Programme that will follow the local elections in May 2023. The final induction programme will be brought to the Committee at its meeting in January.

#### **Recruitment of Independent Persons**

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

#### **Member Learning and Development**

4.13. The Committee is referred to the Training Matrix attached at Appendix A. This records the mandatory training which Councillors are required to have completed before they can sit on specific committees. The matrix assists those Councillors looking for a substitute to know who can be asked.

4.14. The Monitoring Officer is constantly monitoring the training and development of Councillors on all areas related to their work.

### **5. CONSULTATION**

5.1. This report forms a consultation tool with Committee members.

### **6. OPTIONS / ALTERNATIVES CONSIDERED**

6.1. None.

### **7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER**

7.1. As this is an information report, no financial implications are identified.

### **8. RISK ASSESSMENT CONSIDERATIONS**

8.1. As this is an information report, no risk assessment considerations are necessary.

**9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

9.1. The Monitoring Officer's comments are contained within the body of the report.

For items 10 – 17 below, there are no direct impacts arising from this report.

**10. HUMAN RESOURCES IMPACT**

**11. HEALTH & SAFETY IMPACT**

**12. PROPERTY & ESTATES IMPACT**

**13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

**14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

**15. CRIME AND DISORDER REDUCTION IMPACT**

**16. HUMAN RIGHTS IMPACT**

**17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

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**CONTACT OFFICER:**

Name: Daniel Bainbridge  
Job Title: Monitoring Officer  
Contact Number: 01903 737607

**BACKGROUND DOCUMENTS:** None



PENDLETON	PURCHESE	RHODES	ROBERTS	SEEX	SMITH	STAINTON	STANFORTH	STANLEY	THURSTON	TILBROOK	WALLSGROVE	DR WALSH	WARR	WORNE	YEATES	
																<b>Committee Training</b>
																Planning Policy
																Planning Policy (trained as subs)
																Planning Committee
																Planning Committee (Named subs)
																Planning Committee (trained as subs)
																Audit & Governance
																Audit & Governance (trained as subs)
																Licensing Committee
																Licensing Committee (trained as subs)
																Licensing Sub-Committee NB No provision for substitute or reserve (Full Council 15.07.20)
																Standards Committee
																Standards Committee (trained as subs)
																<b>Other Training</b>
																Treasury Management Link Group) - 13 July 2021
																Code of Conduct Training (7 Dec 2021)
																Committee System Training Training (6&11 Jan 2022)
																Committee System Training for Chairs/Vice-Chairs (13 Jan 2022)
																Planning - Appeals Performance & Monitoring Report 01.02.22
																Appeals Monitoring & Performance (Feb 2022) [for Planning C'ttee Members]
																<b>Notes:</b>
																<b>Key:-</b>
																Training attended/completed
																Training required but not completed
																Trained as subs



## STANDARDS COMMITTEE WORK PROGRAMME 2022/23

Standards Committee	Report Author	Date of Meeting	Full Council Meeting Date
Monitoring Officer			
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		
6. Review of Protocol for Member and Officer Relations	Monitoring Officer		
7. Review of Local Assessment Procedure	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

<b>REPORT TO:</b>	<b>STANDARDS COMMITTEE 13.10.22</b>
<b>SUBJECT:</b>	<b>REGISTER OF ASSESSMENT OF COMPLAINTS AGAINST COUNCILLORS</b>
<b>LEAD OFFICER:</b>	<b>DANIEL BAINBRIDGE – MONITORING OFFICER</b>
<b>LEAD MEMBER:</b>	COUNCILLOR PAUL ENGLISH
<b>WARDS:</b>	<b>ALL</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>	
The Localism Act 2011 requires local authorities to “...promote and maintain high standards of conduct by members and co-opted members of the authority.” [Chapter 7, para 27(1)].	
<b>DIRECTORATE POLICY CONTEXT:</b>	
None	
<b>FINANCIAL SUMMARY:</b>	
No financial implications as this is an information report.	

### 1. PURPOSE OF REPORT

The Council’s Constitution (Part 3, Section 5.4) outlines the functions for which the Standards Committee is responsible, including the reviewing of any Code of Conduct complaints. This report advises the Committee of those complaints received since the last report, and the progress made by the Monitoring Officer in respect of complaints previously reported to the Committee.

### 2. RECOMMENDATIONS

- 1.1. The Committee is asked to note the contents of this report and to pass any observations to the Monitoring Officer.

### 3. EXECUTIVE SUMMARY

- 1.2. This report updates the Committee on the complaints against Councillors received since the Monitoring Officer’s last report on 23 June 2022. The Committee is responsible for promoting and maintaining high standards of conduct by Members of the District and Town & Parish Councils, for monitoring the operation of the Code of Conduct, and for considering the outcome of investigations in the event of breaches of the Code of Conduct.

#### 4. DETAIL

- 4.1. A Register of Assessments of Complaints against Councillors is maintained and updated regularly by the Monitoring Officer and distributed to members of the Standards Committee by way of these regular update reports. This assists the Committee in making decisions on where to direct any refresher or targeted training and to review any lessons learned. The register is also a reference source for Councillors of other similar complaints, when dealing with assessments.
- 4.2. Since the last report to the meeting on 23 June, the following complaints have been received, progressed or completed.

Case Ref	Complaint Against	Allegation/Complaint	Outcome
21/05	Arun District Council	Disrespect to fellow Councillors and misuse of social media	Interim Monitoring Officer carried out a review of this complaint and upheld the decision. No further right to review.
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	Apology from subject member accepted - no further action
22/03	Arun District Council	Disrespect shown towards public	Complaint rejected – no evidence of a breach
22/04	Arun District Council	Disrespect shown to fellow councillors	No Breach
22/05	Arun District Council	Disrespect shown to fellow councillors	No Breach
22/06	Arun District Council	Disrespect shown to fellow councillors	No Breach
22/07	Arun District Council	Misuse of social media	Monitoring Officer conducting initial assessment
22/08	Arun District Council	Declaration of interests at committee meeting	Monitoring Officer conducting initial assessment
22/09	Arun District Council	Declaration of interests at committee	Monitoring Officer

		meeting	conducting initial assessment
22/10	Arun District Council	Misuse of social media	Monitoring Officer conducting initial assessment
22/11	Arun District Council	Misuse of social media	Awaiting clarification

4.3 At its meeting on 23 June, the Committee requested that future reports included additional data to identify any patterns or trends. The table below refers to a rolling 12-month period.

Month	Complaints Received	Complaint Against ADC	Complaint Against Town/Parish	Complaint by Councillor	Complaint by Public	Resolved by Informal Resolution
Sep-21	0					
Oct-21	0					
Nov-21	2	2	0	2	0	2
Dec-21	0					
Jan-22	0					
Feb-22	0					
Mar-22	1	1	0	0	1	0
Apr-22	1	0	1	0	1	
May-22	2	2	0	1	1	1
Jun-22	0					
Jul-22	3	3		2	1	
Aug-22	4	4	0	0	4	
Sep-22	1	1				

## 5. CONSULTATION

5.1. Consultation with Independent Persons has been carried out where required by the Local Assessment Procedure.

## 6. OPTIONS / ALTERNATIVES CONSIDERED

6.1. All complaints have been considered, or are being considered, in line with the adopted Local Assessment Procedure.

## 7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER

7.1. As this is an information report, no financial implications are identified.

**8. RISK ASSESSMENT CONSIDERATIONS**

8.1. As this is an information report, no risk assessment considerations are necessary.

**9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

9.1. The Monitoring Officer's comments are set out within the body of the report.

For items 10 – 17 below, there are no direct impacts arising from this report.

**10. HUMAN RESOURCES IMPACT**

**11. HEALTH & SAFETY IMPACT**

**12. PROPERTY & ESTATES IMPACT**

**13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

**14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

**15. CRIME AND DISORDER REDUCTION IMPACT**

**16. HUMAN RIGHTS IMPACT**

**17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

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**CONTACT OFFICER:**

Name: Daniel Bainbridge  
Job Title: Monitoring Officer  
Contact Number: 01903 737607

**BACKGROUND DOCUMENTS:** None

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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of the Local Government Act 1972.

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