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06 December 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 15 December 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 by 5.15 pm on **Wednesday 07 December 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.

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 - 4)

To approve as a correct record the Minutes of the meeting held on 13 October 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 5 - 10)

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.

[10 Minutes]

7. MEMBER LEARNING AND DEVELOPMENT (Pages 11 - 30)

This report updates the Committee on the Member Induction Programme prepared by the Committee Services Manager and the Monitoring Officer. The programme will be implemented following the May 2023 local elections and will cover the induction, learning and development for all Councillors across the full range of their responsibilities and Committee memberships.

[30 Minutes]

8. MONITORING OFFICER PROTOCOL (Pages 31 - 42)

This report will bring forward a draft Monitoring Officer Protocol to explain the powers and duties of the Monitoring Officer and how they will be applied.

[30 Minutes]

9. REVIEW OF OPERATION AND EFFICACY OF THE PROTOCOL FOR MEMBER AND OFFICER RELATIONS (Pages 43 - 60)

This report brings forward a revised Protocol for Member and Officer Relations that brings the document up-to-date in order that it is fit for purpose and ensures that both Members and Officers understand their responsibilities, their relationships, where and how those intersect and how they work together in decision-making and day-to-day working.

[60 Minutes]

10. WORK PROGRAMME (Pages 61 - 62)

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

[5 Minutes]

11. REGISTER OF ASSESSMENT OF COMPLAINTS AGAINST COUNCILLORS (Pages 63 - 66)

This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report on 13 October 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]

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 ASSESSMENT OF COMPLAINTS AGAINST COUNCILLORS (Pages 67 - 72)

This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report on 13 October 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.

[15 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](#).