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Committee Manager Helen Burt (ext. 37614)

11 July 2023

## STANDARDS COMMITTEE

A meeting of the Standards Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 20 July 2023 at 6.00pm** and you are requested to attend.

Members: Councillors Huntley (Chair), May (Vice-Chair), Ayling, Jones, Kelly, Lloyd, Purser, Turner, Woodman and (Amelia) Worne

**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 5.15pm on **Thursday 13 July 2023** in line with current Committee Meeting Procedure Rules.

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 they have the interest in
- b) whether it is a pecuniary/personal interest 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 February 2023 (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 meetings for the year 2023/24.

7. MONITORING OFFICER REPORT (Pages 7 - 14)

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.

This report is particularly important given the new membership of the Committee in the 2023/24 civic year. While some of the content of this report repeats content from the Monitoring Officer's report to the February 2023 meeting, it is important that newly-elected Members are aware of some of the work undertaken by the Monitoring Officer in the 2022/23 civic year.

[20 Minutes]

8. MEMBER LEARNING AND DEVELOPMENT (Pages 15 - 28)

This report updates the Committee on the Member Induction Programme, a copy of which is attached as Appendix A, that is currently being delivered by Officers following the May elections.

[10 Minutes]

9. REGISTER OF ASSESSMENTS OF COMPLAINTS AGAINST COUNCILLORS (Pages 29 - 32)

This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report on 23 February 2023. 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]

10. WORK PROGRAMME (Pages 33 - 34)

The Committee is required to note the Work Programme for 2023/24.

[5 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](#)