



Public Document Pack

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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 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

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](#)

Agenda Item 3

Subject to approval at the next Standards Committee meeting

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STANDARDS COMMITTEE

23 February 2023 at 6.00 pm

Present: Councillors P. English (Chair), Kelly (Vice-Chair), Bennett, Caffyn, J. English, Gregory and Wallsgrove

Also present were Independent Persons Mr John Cooke and Mrs Sandra Prail.

692. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Independent Person Mr John Thompson, and Councillors Coster and Daniells.

693. DECLARATIONS OF INTEREST

Councillor Kelly declared a Personal Interest in Agenda Item 13 as he had been present when the occurrence happened.

694. MINUTES

The Minutes of the meeting held on 15 December 2022 were approved by the Committee. These would be signed at the end of the meeting.

695. 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

There were no urgent matters for this meeting.

696. PUBLIC QUESTION TIME

No public questions had been submitted for this meeting.

Standards Committee - 23.02.23

697. MONITORING OFFICER REPORT

Upon the invitation of the Chair, the Monitoring Officer introduced the report. He explained that version 2.2 of the Constitution had now been published, following the meeting of Full Council in January, and all the amendments made had been through the Constitution Working Party and Full Council. The Protocol on Member and Officer relations, which had been considered by the Standards Committee in December, had been updated and incorporated into the Constitution. The Monitoring Officer Protocol had been adopted by the Council and also incorporated into the Constitution. Other key areas of the report were to be covered under separate items on the agenda.

There were no questions from Members.

The Committee noted the report.

698. MEMBER LEARNING AND DEVELOPMENT

Upon the invitation of the Chair, the Monitoring Officer introduced the report. He explained this was the induction programme for new Councillors and would run from May until July. The induction programme had previously been presented to Committee in its draft stage. Since the last Committee meeting, Officers had considered the balance between daytime and evening sessions, which had also been discussed with the Corporate Management Team. Taking into account the availability of the Officers, the Chamber and external trainers, Officers were happy with the Induction Programme as presented. As previously requested by Committee, the mandatory training sessions had now been highlighted. The Committee were asked to provide feedback and note the programme, as this would need to be provided to candidates and agents in the coming weeks. The Monitoring Officer thanked the Committee Services Manager, Jane Fulton, for all her work on the Member Induction Programme.

Members then took part in a question and answer session where the following points were raised:

- Members also thanked the Committee Services Manager for her work on this.
- Would mandatory training be mandatory for all Members, or just new Members? The Monitoring Officer confirmed mandatory training would need to be completed by all Councillors.
- It was thought having high attendance at sessions would make it more difficult to absorb information given, and it was asked whether priority could be given to Members that were likely to be sitting on the relevant Committees. The Monitoring Officer confirmed where possible this would be the case.
- Could training be given in smaller groups? The Monitoring Officer explained this would be more expensive, and there would also be issues with availability of external trainers. The Planning Committee would meet soon after the elections, and so it was important everyone was trained as soon as possible.

- Would any of the sessions be recorded for Councillors unable to attend? The Monitoring Officer explained that it was essential Members were physically present for the training, so they would not be hybrid meetings.
- Clarification was sought on the Module 2 sessions in June and July. It was explained there would be availability 15 Councillors at each session, and there would be a morning and an afternoon session on each date.
- Would there be any training for Chairs? The Monitoring Officer confirmed there would be Chair and Vice-Chair training but planning for that was still in progress, and may be run in conjunction with neighbouring local authorities to reduce costs.

The Committee noted the finalised Member Induction Programme.

699. REVIEW OF LOCAL ASSESSMENT PROCEDURE AND ASSESSMENT PANEL PROCEDURE

Upon the invitation of the Chair, the Monitoring Officer introduced the report. He explained an annual review of the Local Assessment Procedure had been carried out, and the major changes were summarised in 4.4 of the report. He then explained each of the major changes to the Committee.

Members then took part in a question and answer session where the following points were raised:

- It was hoped that Members had the choice as to whether to involve Group Leaders in complaints or not. The Monitoring Officer confirmed this was the case and explained that there was an error in paragraph 6 of the Local Assessment Procedure which he would correct. This was that the word 'declines' needed adding into the sentence 'If either the Subject Member or the complainant **declines** to engage with this informal process...'
- If a complaint was made prior to the elections, and by the time it was investigated the subject Member was no longer a Councillor, would the complaint progress? The Monitoring Officer confirmed that if someone stopped being a Councillor, the complaint would stop.
- If someone stopped being a District Councillor but was still a Parish or Town Councillor would the complaint continue? The Monitoring Officer explained that when a complaint came in, it would be determined which Councillor capacity they were acting under at the time, and therefore which Code of Conduct it fell under. If the complaint was made against someone acting as a District Councillor and they ceased being a District Councillor, the complaint would not be investigated further.

The recommendations were proposed by Councillor Bennett and seconded by Councillor Gregory.

Standards Committee - 23.02.23

The Committee

RESOLVED

- 1) That they had reviewed the operation of the Local Assessment Procedure (Appendix A) and Hearings (Assessment Panel) Procedure (Appendix B), including the proposed amendments made by the Monitoring Officer; and

RECOMMEND TO FULL COUNCIL

- 2) that the revised Local Assessment Procedure and Assessment Panel Procedure be adopted

700. REVIEW OF SOCIAL MEDIA GUIDANCE

Upon the invitation of the Chair, the Monitoring Officer introduced the report. He explained this was a review of the existing social media guidance for Councillors. The purpose of this was to assist Councillors in how they used social media, recognising it was a tool many Councillors wanted to use to engage with residents. The updated document reflected updated guidance from the Local Government Association (LGA). The Social Media Guidance also included guidance around what to do when faced with abuse on social media.

Members then took part in a question and answer session where the following points were raised:

- Could Councillors' personal mobile phones and apps be subject to Freedom of Information (FOI) requests? The Monitoring Officer explained that if Council business was being conducted via personal accounts, this could be subject to FOI requests.
- Should Councillors have separate accounts to conduct Council business? The Monitoring Officer explained it was strongly advised Members used their Arun email accounts to conduct Council business. Social Media accounts were not provided by Arun.

The recommendations were proposed by Councillor Bennett and seconded by Councillor Wallsgrove.

The Committee

RESOLVED

- 1) That they had considered and commented upon the revised Social Media Guidance for Councillors; and

RECOMMEND TO FULL COUNCIL

- 2) that the revised Social Media Guidance be adopted

At the end of this item the Chair asked the Monitoring Officer for clarification on whether non-Committee Members could attend the Standards Committee and ask to speak. This followed an email circulated to Members by the Monitoring Officer, and the Chair felt clarification was required.

The Monitoring Officer felt there was no reason a non-Committee Member should not be able to address the Standards Committee. The exception to this was during exempt business, as these reports were not circulated to all Members, only to Members of the Standards Committee, and there was an expectation of confidence around the complaints.

One Member asked whether non-Committee Members wishing to attend the Standards Committee could stay and listen to the exempt part of the meeting. The Monitoring Officer explained the Constitution stated non-Committee Members could stay for the exempt part of the meeting if they had a good reason to remain.

701. WORK PROGRAMME

The Committee noted the Work Programme.

702. REGISTER OF ASSESSMENT OF COMPLAINTS AGAINST COUNCILLORS

Upon the invitation of the Chair, the Monitoring Officer introduced the report. He explained that since the last Committee meeting 5 complaints had been received, progressed or completed. He highlighted the table at Paragraph 4.2 on page 82. Some complaints involved District Councillors, some involved Town or Parish Councillors. 4 of the complaints were ongoing, one had resulted in no breach of the Code and would not be progressed further. The Monitoring Officer had not identified any patterns or trends to the complaints.

Members then took part in a question and answer session where the following points were raised:

Standards Committee - 23.02.23

- Was it expected some complaints may not have been dealt with by the election period? The Monitoring Officer explained all 4 of the live complaints would have reached the end of the initial assessment stage. He was unable to say whether these would move to the next stage of the procedure. If this were the case and the subject members were no longer Councillors, the investigation would cease.
- If it was determined before 20 March 2023 that a complaint would need to go to a Hearing Panel, could this happen during the pre-election period, or would this need to be delayed until after the elections? The Chair emphasised that the Standards Committee and Hearing Panels were non-political. The Monitoring Officer explained he would need to give thought on whether a Hearing Panel could take place, or whether it could be seen as promoting a candidate.
- How long did each complaint take from start to finish? The Monitoring Officer explained the initial phase of the procedure could take 20 working days, If this progressed to formal investigation, which was took up to 3 months, and there was a finding of a breach, a panel would need to be convened. It would take around 5/6 months to reach a Hearing Panel.

The Committee noted the report.

703. 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.

704. REGISTER OF ASSESSMENT OF COMPLAINTS AGAINST COUNCILLORS

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

Following a discussion, the Committee noted the contents of the report.

(The meeting concluded at 7.26 pm)

REPORT TO:	Standards Committee 20 July 2023
SUBJECT:	Monitoring Officer Report – July 2023
LEAD OFFICER:	Daniel Bainbridge – Monitoring Officer
LEAD MEMBER:	Councillor David Huntley
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
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)].	
DIRECTORATE POLICY CONTEXT:	
None	
FINANCIAL SUMMARY:	
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

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

3. EXECUTIVE SUMMARY

3.1. 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.

3.2. 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.

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

- 4.1 On 18 January 2023, Full Council considered recommendations from the Constitution Working Party that the Constitution be updated in order to reflect the revised senior management structure and reporting lines, together with various other amendments. Those amendments were applied to the Constitution and an updated version was published on 2 February 2023.

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

- 4.2. Following consideration of a report at its meeting on 15 December 2022, this was presented to Full Council on 18 January 2023 and Full Council resolved to adopt the revised Protocol. The updated Protocol was published as part of the updated Constitution on 2 February 2023.

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

- 4.3. There is nothing specific to report on this matter at this meeting. Following the May 2023 local elections, the Monitoring Officer will contact those town and parish councils that have not yet adopted the LGA’s model code with the aim of bringing a universal approach to the model code across the District.

Signing Acceptance of the Code of Conduct

- 4.4. The Monitoring Officer monitors the signing of acceptance by Councillors of the Code. Officers are continuing to collect signed Declarations following the local elections. At the time of writing this report, only one District Councillor who has not submitted a signed declaration and staff are working to achieve full compliance.

Monitoring the Operation of the Code of Conduct

4.5. 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.

4.6 The Monitoring Officer has no further updates on this item, with a revised set of procedures having been approved by Full Council at its meeting on 15 March 2023.

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.

4.7 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

4.8 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.

4.9 Training on the Code of Conduct has formed part of the Member Induction Programme following the May elections. The Monitoring Officer will consider any requests for training received from town/parish councils, and has already arranged to attend two town/parish councils in order to brief them on the Code of Conduct and other matters.

Recruitment of Independent Persons

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

Member Learning and Development

4.11 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.

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

4.13 The Monitoring Officer will be discussing proposals for a Learning & Development Programme for Councillors as a separate item on this meeting's Agenda.

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

CONTACT OFFICER:

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

BACKGROUND DOCUMENTS: None

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REPORT TO:	Standards Committee 20 July 2023
SUBJECT:	Member Learning and Development
LEAD OFFICER:	Daniel Bainbridge – Monitoring Officer
LEAD MEMBER:	Councillor David Huntley
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>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)].</p>	
DIRECTORATE POLICY CONTEXT:	
<p>A full and effective Member Induction Programme is vital to the proper induction all Members following local elections, together with ongoing training during their four-year term.</p>	
FINANCIAL SUMMARY:	
<p>No financial implications identified.</p>	

1. PURPOSE OF REPORT

The purpose of this report is to update the Committee on the progress of the Member Induction Programme for May/June 2023.

2. RECOMMENDATIONS

2.1. The Committee is asked to note the current progress of the Member Induction Programme and Member learning and development more generally.

3. EXECUTIVE SUMMARY

3.1. 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.

4. DETAIL

4.1. The May 2023 local elections saw the membership of the Council change as it does with every four-year cycle of ‘all out’ elections. This means that post-elections there has been a mix of returning Councillors together with new Councillors who are either entirely new to the Council or who have been Councillors in the past but not during the 2019-to-2023 term.

- 4.2. It is therefore vital that *all* Councillors undertake a full induction programme that covers both the general subject areas of the Council's business, Councillor conduct and Member-Officer working, together with specific training aimed at those Councillors who will be members of specific Committees.
- 4.3. The programme was viewed by the Committee at a number of meetings in 2022/23, and it is important that the Committee understands why the induction programme is so important to Councillors both in terms of building their knowledge, and understanding what is required of them in their role and within the Code of Conduct.

5. CONSULTATION

- 5.1. Consultation took place with the Corporate Management Team and Senior Management Team in order to ensure the programme aligns with their principles of strong governance for the Council. Group Leaders were also consulted before presenting to Standards Committee for final noting at their meeting on 23 February 2023.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. All local authorities run induction programmes following local elections, and therefore a 'do nothing' approach was never considered to be viable.
- 6.2.

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

- 7.1. The costs of the Member Induction Programme are being met from the 2023/24 Law & Governance budget.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. The risk of not having an induction programme, or having a sub-standard programme, is that Members are not aware of their responsibilities as Members, Committee Members and Committee Chairs, and as decision-makers across the range of the Council's business.

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

CONTACT OFFICER:

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

BACKGROUND DOCUMENTS: None

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**Arun District Council
Members Induction Programme 2023**

The programme has the following key elements:

1. Module One – Welcome to Arun and Getting Started – key information gathering, support
2. Module Two – The importance of being an Elected Member
3. Module Three – Arun – The Organisation
4. Module Four – Arun - The Place
5. Module Five – Key Partners
6. Specific training – supporting councillors in their role as a member of a committee. Please note that there are mandatory training requirements for those Members appointed to the Planning Committee; Planning Policy Committee; Licensing Committee; Standards and Audit & Governance Committees – these sessions have been highlighted in grey
7. Site visits – tours to key strategic sites and visits to meet key partner organisations and Member Briefings
8. Partnerships

1. Core Induction

When	Session	Led by	Who should attend
5 May 2023	Election Count A welcome pack of key information will be provided to all elected District Councillors	Committee Services Team	All Councillors
10 May 2023 All day session commencing at 0930-1630 and 17.30 to 19.30 <i>Both sessions to be held in the Council Chamber And Blue Room [Public Gallery]</i>	Module 1 - Welcome to Arun – Getting Started - All Day and Evening Drop-In and bookable Sessions <ul style="list-style-type: none"> • <i>Signing the Declaration of Acceptance of Office – the time slots you can book with the CEO can be found in this pack</i> • <i>Completion of Forms – Address, Contact Details for the web</i> • <i>Provision of ID for payroll purposes</i> • <i>Receiving and getting started with your IT and equipment handover – please contact Committee Services</i> • <i>Photographs for proximity passes [if not taken at Count]</i> • <i>How to access the car parking permit portal to organise free parking in the District's car parks</i> • <i>How to claim allowances</i> 	Chief Executive/Committee Services Team and IT	All Councillors

**Arun District Council
Members Induction Programme 2023**

<p>17 May 2023</p> <p>9.30 to 4.30</p>	<p>Module 1 - Welcome to Arun – Getting Started - All Day and Evening Drop-In and bookable Sessions</p> <ul style="list-style-type: none"> • <i>Signing the Declaration of Acceptance of Office – the time slots you can book with CEO can be found in this pack</i> • <i>Completion of Forms – Address, Contact Details for the web</i> • <i>Provision of ID for payroll purposes</i> • <i>Receiving and getting started with your IT and equipment handover – please contact Committee Services</i> • <i>Photographs for proximity passes [if not taken at Count]</i> • <i>How to access the car parking permit portal to organise free parking in the District's car parks</i> • <i>How to claim allowances</i> • <i>Questions on welcome pack content/how to book yourself onto sessions</i> 	<p>Chief Executive, Committee Services Team and IT</p>	<p>All Councillors</p>
<p>18 May 2023</p> <p>All day session 1000-1600</p> <p>1000-1030 1030-1100</p> <p>1100-1115 1115-1230 1230-1315 1315-1430 1430-1530</p>	<p>Module 2 – Part 2 - The Importance of being an Elected Member – Governance</p> <ul style="list-style-type: none"> • <i>Presentation on the Constitution and Member Support</i> • <i>Training on Code of Conduct and how to complete Register of Interest Forms</i> • Break • <i>Resume Code of Conduct training</i> • Lunch – which will be provided • <i>Resume Code of Conduct training</i> • <i>Submission of Register of Interest Forms and questions</i> 	<p>Paul Hoey – Director of Hoey Ainscough Associates Ltd/Monitoring Officer</p>	<p>All Councillors – including those that have been re-elected</p> <p>Committee Services Team PA to the Monitoring Officer</p> <p>Members are asked to please bring their Register of Interest form for completion at this session to hand over to Committee Services</p>

**Arun District Council
Members Induction Programme 2023**

<p>18 May 2023 1600-1900</p> <p>Council Chamber and Blue Room [Public Gallery]</p>	<p>Module 1 - Welcome to Arun – Getting Started – Afternoon Drop-In Session – Final Session</p> <ul style="list-style-type: none"> • <i>Signing the Declaration of Acceptance of Office – time slots with CEO tbc</i> • <i>Completion of Forms – Address, Contact Details for the web</i> • <i>Provision of ID for payroll purposes</i> • <i>Receiving and getting started with your IT and equipment handover – please contact Committee Services</i> • <i>Photographs for proximity passes [if not taken at Count]</i> • <i>How to access the car parking permit portal to organise free parking in the District’s car parks</i> • <i>How to claim allowances</i> • <i>Questions on welcome pack content/how to book yourself onto sessions</i> 	<p>Committee Services Team and ICT Helpdesk</p>	<p>All Councillors</p>
<p>31 May 2023 1800-2000</p>	<p>Annual Council Meeting</p> <ul style="list-style-type: none"> • Appointing the New Chair and Vice-Chair of the Council • Appointing Leaders and Deputy Leaders of Political Groups • Review of Proportionality following the 4 May Election and confirmation of appointments to Committees and Outside Bodies 	<p>Chair of the Council</p>	<p>All Councillors</p>
<p>14 June 2023 1800-2000</p>	<p>Annual Council Reception</p> <ul style="list-style-type: none"> • Get to know your colleagues and the officer team 		

**Arun District Council
Members Induction Programme 2023**

<p>21 June 2023 Session 1 - 10.00 to 12.30 Session 2 - 13.30 to 16.00</p> <p>To be repeated on 6 July 2023 Session 1 -10.00 to 12.30 Session 2 - 13.30 to 16.00 This involves two different sessions - each session having 15 Councillors in attendance</p>	<p>Module 2 – The Importance of Being an Elected Councillor - Councillor and Officer Relationships – Working Effectively Together – Managing the Political Relationship</p> <ul style="list-style-type: none"> • Clarifying the role and responsibilities of councillors and officers. • The political interface between councillors and officers – the challenges and opportunities. • Exploring perceptions, motivations and expectations of councillors and officers. • The ideal working arrangement between councillors and officers • Putting it into practice – strategies for effective and collaborative working between councillors and officers. <p>You only need to book yourself onto one of these timed sessions – as they are all the same on both dates – contact Committee Services to do this</p>	<p>South East Employers/ CMT/Monitoring Officer</p>	<p>All Councillors</p>
<p>30 and 31 May 2023</p>	<p>Further IT training</p> <ul style="list-style-type: none"> • Getting started with your IT equipment • Using the Modern.Gov committee management system • 30 May – 10.00 am to 2.00 pm • 31 May – 12 to 4.00 pm 	<p>Technology Team and Committee Services</p>	<p>All Councillors</p>
<p>Summer/Autumn 2023 [tbc]</p>	<p>Safeguarding and Equalities</p> <ul style="list-style-type: none"> • What are your individual responsibilities and obligations as a Councillor? 	<p>Group Head of Organisational Excellence</p>	<p>All Councillors</p>

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2. Specific Training/Mandatory Training for Committees

When	Session	Led by	Who should attend
24 May 2023 18.00-20.00	A Planning Workshop for Councillors <ul style="list-style-type: none"> What are your responsibilities as a Member of the Planning Committee How does Planning law work How does the decision making process work at Arun What are your responsibilities as a Member of the Planning Policy Committee 	Group Head of Planning and external trainer	All Councillors are encourage to attend Councillors appointed to the Planning Committee and Planning Policy Committee including named substitutes – this is mandatory
25 May 2023 09.30-17.00 (Lunch to be provided)	A Planning Workshop for Councillors [Session Two for those that cannot attend 24 May Session] <ul style="list-style-type: none"> What are your responsibilities as a member of the Planning Committee How does Planning law work How does the decision making process work at Arun What are your responsibilities as a member of the Planning Policy Committee 	Group Head of Planning and external trainer	All Councillors are encourage to attend Councillors appointed to the Planning Committee and Planning Policy Committee including named substitutes – this is mandatory
29 June 2023 Evening Session 18.00 to 20.30	What's involved in being a Member of the Standards Committee	Paul Hoey – Director of Hoey Ainscough Associates Ltd/Monitoring Officer	This would be useful for all Councillors to attend Councillors appointed to the Standards Committee and substitutes Committee Services Team
26 May and 6 June 2023 [daytime – exact times tbc by	What's involved in being a Member of the Licensing Committee <ul style="list-style-type: none"> Virtual training sessions run by the Institute of Licensing 	Group Head of Technical Services	Councillors appointed to the Licensing Committee

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Institute of Licensing]			
22 June 2023 1800-2000	Treasury Management Training	Richard Bason – Senior Director – the Link Group	All Councillors especially those appointed to the Audit & Governance Committee
18 July 2023 Evening Session 1800-20.00	What’s involved in being a Member of the Audit & Governance Committee Date to be confirmed by the new Group Head of Finance and Section 151 Officer	Group Head of Finance and Section 151 Officer and Finance Team	Councillors appointed to the Audit & Governance Committee

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Site Visits/Member Briefings

When	Module 4 – Arun: The Place	Led by	Who should attend
<p>Over June to December 2023 Date or Dates TBC</p>	<p>The initial programmes is based on:</p> <p>4 (a) Visits to key sites in the District (major developments, regeneration, key departmental services and initiatives either as a whole full day or split. Plans are in place to run either tours, site visits of Member Briefings, the date of which are to be confirmed – covering the areas listed below:</p> <ul style="list-style-type: none"> • Bus tour of housing sites • Littlehampton Seafront Project and Mewsbrook Park • Waste Recycling at Ford [with WSCC] • Parks and Greenspaces – the Place St Maur and Hotham Park in Bognor Regis • Visit to Customer Services Contact Centre at the Arun Civic Centre and Bognor Regis Town Hall • Planning Matters/Strategic Sites/Local Plan • Regeneration sites/Key Arun Property & Estates Sites <p>4 (b) Meeting with Councillors for each Ward to highlight Ward profile</p> <p>There will be the opportunity to visit sites of interest on a Ward basis by arrangement with the relevant Group Head.</p>	<p>CMT/Group Heads</p>	<p>All Councillors</p>
When	Module 5 - Partners	Led by	Who Should Attend
<p>TBC</p>	<p>5 (a) Chief Executive to lead</p> <ul style="list-style-type: none"> • Outline Arun’s key partnerships, Community Strategy, short presentations from one or two key partners e.g. Police Commander 	<p>Chief Executive/CMT/Group Heads of Services</p>	<p>All Councillors</p>

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	<ul style="list-style-type: none">• Focus on value of partnership working and relationships• Market place – stalls representing key partners• Networking and refreshments <p>5 (b) - Member visits to partner organisations</p>		
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For more information, please contact Jane Fulton, Committee Services Manager on:

Email: jane.fulton@arun.gov.uk
Tel: 01903 737611

REPORT TO:	Standards Committee 20 July 2023
SUBJECT:	Register of Assessment of Complaints Against Councillors
LEAD OFFICER:	Daniel Bainbridge – Monitoring Officer
LEAD MEMBER:	Councillor David Huntley
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
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)].	
DIRECTORATE POLICY CONTEXT:	
None	
FINANCIAL SUMMARY:	
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

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

3. EXECUTIVE SUMMARY

- 3.1. 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.

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 February 2023, the following complaints have been received, progressed or completed.

Case Ref	Complaint Against	Allegation/Complaint	Code Ref	Outcome
22/12	East Preston Parish Council	Disrespect shown to member of the public during council meeting	Section E, Para 1.1	No Breach
22/14	Arun District Council	Disrespect shown to member of the public via email correspondence	Section E, Para 2.1	No Breach
22/15	Bognor Regis Town Council	Disrespect shown to officers during a committee meeting	Section E, Para 1.2	No Breach
22/16	Arun District Council	Criticism of a member of the public via social media	To be identified	Monitoring Officer carrying out initial assessment
22/17	Arun District Council	Bringing role into disrepute and using position improperly at a council meeting	Section E, Paras 5.1 & 6.1	No Breach
22/18	Arun District Council	Disrespect shown to member of the public	Not identified	Rejected – Code did not apply
23/01	Felpham Parish Council	Non-disclosure of interests at a committee meeting		Monitoring Officer carrying out initial assessment

4.3 The Committee has requested that reports include 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
Jun-22	0					
Jul-22	3	3		2	1	
Aug-22	4	4	0	0	4	
Sep-22	1	1				
Oct-22	1		1			
Nov-22	1	1				
Dec-22	1	1				
Jan-23	1		1	1		
Feb-23	1	1			1	
Mar-23	1	1		1		
April-23	1	1			1	
May-23	0					
Jun-23	1		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

CONTACT OFFICER:

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

BACKGROUND DOCUMENTS: None

STANDARDS COMMITTEE WORK PROGRAMME 2023/24

Standards Committee Monitoring Officer	Report Author	Date of Meeting	Full Council Meeting Date
1. Register of Assessments of Complaints Against Councillors	Monitoring Officer	20.07.23	08.11.23
2. Monitoring Officer Report	Monitoring Officer		
3. Member Learning & Development	Monitoring Officer		
1. Register of Assessments of Complaints Against Councillors	Monitoring Officer	31.10.23	08.11.24
2. Monitoring Officer Report	Monitoring Officer		
3. Member Learning & Development	Monitoring Officer		
1. Register of Assessments of Complaints Against Councillors	Monitoring Officer	18.01.24	13.03.24
2. Monitoring Officer Report	Monitoring Officer		
3. Member Learning & Development	Monitoring Officer		
1. Register of Assessments of Complaints Against Councillors	Monitoring Officer	27.03.24	09.05.24
2. Monitoring Officer Report	Monitoring Officer		
3. Member Learning & Development	Monitoring Officer		

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