



Public Document Pack

Arun District Council
Civic Centre
Maltravers Road
Littlehampton
West Sussex
BN17 5LF

Tel: (01903 737500)
Fax: (01903) 730442
DX: 57406 Littlehampton
Minicom: 01903 732765

e-mail: committees@arun.gov.uk

Committee Manager Helen Burt (ext. 37614)

18 October 2023

STANDARDS COMMITTEE

A meeting of the Standards Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Tuesday 31 October 2023 at 6.00 pm** and you are requested to attend.

Members: Councillors Huntley (Chair), May (Vice-Chair), Ayling, Batley, Kelly, Lloyd, Purser, Turner, Woodman and 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 5.15 pm on **Tuesday 24 October 2023** in line with current Committee Meeting Procedure Rules.

For further information on the items to be discussed, please contact Committees@arun.gov.uk

A G E N D A

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 - 4)

To approve as a correct record the Minutes of the meeting held on 20 July 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. MONITORING OFFICER REPORT - OCTOBER 2023

(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.

[20 Minutes]

7. MEMBER LEARNING & DEVELOPMENT (Pages 11 - 24)

This report updates the Committee on the Member Induction Programme, a copy of which is attached as Appendix A, that has been delivered by Officers following the May elections and is now largely complete.

[10 Minutes]

8. RECRUITMENT OF INDEPENDENT PERSONS (Pages 25 - 30)

The Standards Committee's functions include considering membership and recruitment of Independent Persons to the Committee and making recommendations for appointments to Full Council.

Independent Persons (IPs) are appointed for a fixed period of time, and all three of the Council's IPs' terms of appointment will expire in July 2024. A recruitment process will need to be commenced ahead of that date in order to have in place suitably qualified IPs for the next period.

[20 Minutes]

9. REGISTER OF ASSESSMENTS OF COMPLAINTS AGAINST COUNCILLORS (Pages 31 - 34)

This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report on 20 July 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 35 - 36)

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

20 July 2023 at 6.00 pm

Present: Councillors Huntley (Chair), May (Vice-Chair), Ayling, Kelly, Purser, Turner, Woodman, Blanchard-Cooper (Substitute for Worne) and Dr Walsh (Substitute for Batley)

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

167. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Batley, Worne and Lloyd.

168. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

169. MINUTES

The Minutes of the meeting held on 23 February 2023 were approved by the Committee. These would be signed at the end of the meeting.

170. 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.

171. PUBLIC QUESTION TIME

No public questions had been submitted for this meeting.

172. START TIMES

The Committee

RESOLVED

That its start times for meetings for 2023/24 be 6.00pm.

Standards Committee - 20.07.23

173. MONITORING OFFICER REPORT

Upon the invitation of the Chair, the Monitoring Officer introduced the report, explaining that this was a regular report to Committee. He updated that all Councillors had now signed the Code of Conduct, as the remaining Councillor to do so had signed since the agenda had been published. He also updated that he had been to Littlehampton Town Council to provide training on the Code of Conduct, and would continue to offer this to other town and parish councils. John Thompson's term as Independent Person had been extended at Full Council the previous evening, to July 2024, to fall alongside Sandra Prail and John Cooke's end of terms.

An updated training matrix had been handed out to Members at the meeting, to reflect that all Members of the Audit & Governance Committee had attended the compulsory training on 18 July 2023, and were therefore trained to sit on the Audit & Governance Committee. There were two Members of the Licensing Committee yet to undertake the compulsory Licensing training.

Members were then invited to raise questions and it was asked whether a copy of the training matrix could be uploaded to the Members' area on SharePoint for ease of access. The Monitoring Officer would arrange for this to be uploaded.

The Committee noted the report.

174. MEMBER LEARNING AND DEVELOPMENT

Upon the invitation of the Chair, the Monitoring Officer introduced the report, explaining that this was a regular report to Committee. The Member Induction Programme had been attached to the agenda for reference. Member feedback regarding the Member Induction had so far been very positive, and it had been great to see Members in the Chamber for the in-person training, which had achieved high attendance. There would be a questionnaire going out to Members for their feedback on the Programme. The Monitoring Officer felt it was important that Member learning and development was continued over the coming years, and there had been suggestions to him from some Members that the Member Officer relations training should be carried out on a more regular basis, possibly making this a mandatory session. The Monitoring Officer thanked the Members for their engagement with the Member Induction Programme.

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

- One Member stated he had been through many inductions during his long-serving role as a Councillor, and felt this Programme was excellent, and a great improvement on previous years.
- Support was offered for regular Member development sessions on selected topics throughout the year, however it was not felt these should be mandatory.

- Thanks was given to the Committee Services Team, whose welcoming attitude to new Members was appreciated.
- In future, it was thought that information should be provided to prospective candidates in advance of elections, on what their roles as Councillors may entail, and the calendar commitments regarding training. The Monitoring Officer explained that the Member Induction Programme had been sent to all agents in advance of the elections for them to send to prospective candidates, and he would make sure this was also done for the next elections.
- For the next Member Induction Programme, could a one page table showing all the training dates be provided? The pack was useful, but the training dates were spread across multiple pages, and it was felt an additional table would be beneficial. The Monitoring Officer felt this would be a useful addition.
- Members felt the in-person training had been very positive and was a preferable option to virtual training.
- Questionnaires for Members to feedback would be welcomed, and Members were encouraged to complete this.
- For future induction programmes, could the training schedule be shared with Parish and Town Councils as soon as possible to avoid diary conflicts? The Monitoring Officer felt this was a good idea.
- It was asked that PowerPoint training slides be sent to Members in advance of the sessions, and that PowerPoint notes sheets be printed off and handed out to Members, so they could annotate these during the sessions.
- Further thanks was given to Officers for organising and facilitating the Member Induction Programme.

The Committee noted the report and the current progress of the Member Induction Programme and Member learning and development more generally.

175. REGISTER OF ASSESSMENTS OF COMPLAINTS AGAINST COUNCILLORS

Upon the invitation of the Chair, the Monitoring Officer introduced the report, explaining that this was a regular report to Committee. Since he had been at Arun, no cases had needed to go to a Standards Hearing Panel, and although some had needed investigation, the majority had been concluded at informal stage. The table at 4.2 showed the complaints that had been received, the oldest of which would drop of the table for the next meeting. He updated that 22/16 had now concluded and he had found there to be no breach of the Code. The Subject Member and Complainant had both been informed.

The table on page 31 had been designed to give statistical information, showing any patterns or trends, and a breakdown of where the complaints had come from.

Members were then invited to raise questions. It was asked when complaint 22/16 had been made and whether the 22 in the reference number meant this was from 2022. There was concern this had taken too long for an initial assessment, particularly as a member of the public had been involved. The Monitoring Officer explained that the

Standards Committee - 20.07.23

22 in the reference meant the complaint had been made in the 2022/23 municipal year, and that particular complaint had been made in February 2023. He acknowledged that it had taken longer than it should have to complete the initial assessment and he had already apologised to both the Subject Member and Complainant about this. He was focused on speeding up this process for future complaints.

Having passed their observations to the Monitoring Officer, the Committee noted the report.

176. WORK PROGRAMME

The Monitoring Officer presented the Work Programme to the Committee. He explained there would be more unique items added to the Work Programme alongside the three regular reports. He wanted to add an item regarding the recruitment of Independent Persons to the Work Programme for the meeting in October, which was supported by Members of the Committee.

The Committee noted the Work Programme.

(The meeting concluded at 6.39 pm)

REPORT TO:	Standards Committee 31 October 2023
SUBJECT:	Monitoring Officer Report – October 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.

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 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)

- 4.3. 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

- 4.4. 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

- 4.5. The Monitoring Officer monitors the signing of acceptance by Councillors of the Code. All District Councillors have signed their declaration to comply with the Code of Conduct.

Monitoring the Operation of the Code of Conduct

- 4.6. 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 This matter is being considered as a separate item on this meeting's agenda.

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.
- 4.11 The Monitoring Officer is constantly monitoring the training and development of Councillors on all areas related to their work.
- 4.12 The matrix is published in the 'Useful Documents' library in Members Area on Sharepoint so that councillors can identify suitable substitutes when needed.
- 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

REPORT TO:	Standards Committee – 31 October 2023
SUBJECT:	Member Learning and Development
LEAD OFFICER:	Daniel Bainbridge – Monitoring Officer
LEAD MEMBER:	Cllr 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 has been delivered by Officers following the May elections and is now largely complete.

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 was a mix of returning Councillors together with new Councillors who were either entirely new to the Council or who had been Councillors in the past but not during the 2019-to-2023 term.

- 4.2. It was therefore vital that *all* Councillors undertook a full induction programme that covered 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 were to be members of specific committees.
- 4.3. The programme was viewed by the Committee at a number of meetings in 2022/23, and the Committee understood 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.
- 4.4. The induction programme is now complete save for some remaining tours and visits, and additional training sessions covering Chairs and Vice-Chairs and Committee and Council Procedural Rules training. The procedural training will be held virtually on 2 November 2023 with the Chair training taking place on 9 November 2023 in the Council Chamber. Both sessions will commence at 6.00 pm. Emails and diary invites have been sent out to all Members confirming the arrangements.
- 4.5. A survey has been circulated to all Members via the Members' Newsletter seeking their feedback on the induction programme. It is important that Officers understand what went well from Members' perspectives, what could be improved and what additional training could be provided as part of the 2027 induction programme and, critically, during the current 4-year term. Officers recognise that there is a desire amongst Members for ongoing development during that time, and that this benefits the Council and its residents through the decision-making process.

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.

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>

**Arun District Council
Members Induction Programme 2023**

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

**Arun District Council
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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

**Arun District Council
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Site Visits/Member Briefings

When	Module 4 – Arun: The Place	Led by	Who should attend
Over June to December 2023 Date or Dates TBC	<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>	CMT/Group Heads	All Councillors
When	Module 5 - Partners	Led by	Who Should Attend
TBC	<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 	Chief Executive/CMT/Group Heads of Services	All Councillors

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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

Arun District Council

REPORT TO:	Standards Committee
SUBJECT:	Recruitment of Independent Persons
LEAD OFFICER:	Daniel Bainbridge, Group Head of Law & Governance
LEAD MEMBER:	Councillor David Huntley
WARDS:	All
<p>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The Standards Committee is responsible for maintaining high governance standards within the Council pursuant to its duties under the Localism Act 2011. The Committee has the role of ensuring that the ethical standards regime forming part of the governance framework of the Council is robust, thereby engendering public confidence that the Council can deliver upon its priorities.</p>	
<p>DIRECTORATE POLICY CONTEXT: The Law & Governance and Monitoring Officer functions sit within the Growth directorate.</p>	
<p>FINANCIAL SUMMARY: The financial implications are set out within the body of the report, with costs being met from the Group Head of Law & Governance's existing budget.</p>	

1. PURPOSE OF REPORT

- 1.1 To consider the Council's recruitment process in respect of Independent Persons.

2. RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 Considers the report and agrees the recruitment process that it wants the Council to undertake in relation to its three Independent Persons;
- 2.2 Authorises the Group Head of Law & Governance to prepare the application pack detailed within the report and bring documentation to the 18 January 2024 meeting of the Committee for approval;
- 2.3 Authorises the Group Head of Law & Governance to explore recruiting jointly with other West Sussex district and borough councils.

3. EXECUTIVE SUMMARY

- 3.1 The Standards Committee's functions include considering membership and recruitment of Independent Persons to the Committee and making recommendations for appointments to Full Council.

3.2 Independent Persons (IPs) are appointed for a fixed period of time, and all three of the Council's IPs' terms of appointment will expire in July 2024. A recruitment process will need to be commenced ahead of that date in order to have in place suitably qualified IPs for the next period.

4. DETAIL

4.1 Councils are statutorily obliged to appoint at least one Independent Person (IP). IPs' views are to be sought and taken into account by the Monitoring Officer and/or Standards Committee when a decision is taken on an allegation under the Members' Code of Conduct. Their views may also be sought by the Monitoring Officer and/or Standards Committee at any other stage in the procedure when a complaint of a breach of the Code is considered, or by the Councillor facing the allegation. The Monitoring Officer routinely consults with the IP at the assessment stage of any complaint.

4.2 IPs cannot be employees of the Council or Councillors, and are invited to attend meetings of the Standards Committee in an advisory, non-voting capacity.

4.3 The Council appoints its IPs for a maximum of four years and currently has three IPs. John Thompson was appointed in July 2019 and Sandra Prail and John Cooke were appointed in July 2020, with their terms all ending on 14 July 2024.

4.4 In order to invite applications, an advertisement will be placed in local newspapers that cover the district and on the Council's website. Under section 8(c)(i) of the Localism Act 2011, the vacancy for an Independent Person must be advertised in such a manner as the authority considers is likely to bring it to the attention of the public. This will include on the Council's website.

4.5 Interested persons will be sent an information pack in order that they may make an application. The information pack will consist of:

- (a) Role and Functions of Independent Person/ Independent Standards Assessor
- (b) Person Specification
- (c) An application form
- (d) The eligibility and selection criteria that will be used by the interview panel
- (e) A copy of the Members' Code of Conduct and Local Assessment Procedures.

4.6 On the last occasion recruitment took place, the interview panel consisted of two Members of the Committee, an existing Independent Person and the Monitoring Officer, with the Committee then taking the results of the panel's interviews and making a recommendation to Full Council. The Group Head of Law & Governance proposes that the same approach is taken on this occasion but with one additional Committee Member – making five members of the interview panel in total.

- 4.7 As all of the West Sussex districts and boroughs are required to appoint Independent Persons, the Group Head of Law & Governance proposes exploring a joint recruitment process alongside any other willing districts and boroughs in order to widen the pool of potential applications and share cost.

5. CONSULTATION

- 5.1 Internal consultation has taken place with the Corporate Management Team.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 Having no Independent Persons is not an option.
- 6.2 The Council could reduce its Independent Persons to one or two, but this would leave the risk of lack of cover in the case of illness or leave. This option is not recommended.
- 6.3 The Council could overlap its appointments as some authorities do in order to seek to establish a 'corporate memory'. However, this would mean undertaking recruitment processes in three of every four years, increasing cost and Officer time. It is the Monitoring Officer's view that having three Independent Persons appointed for four years together enables a stronger pool of knowledge of the Council and its Members.

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

- 7.1 There are no direct financial implications. Any expenditure in relation to the recruitment process will be met from existing budget.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1 Appointing Independent Persons supports the Council's governance arrangements and aids the mitigation of risk through the maintenance of strong standards of conduct within the authority.

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

- 9.1 The Council's Constitution requires the Council to have a minimum of three Independent Persons appointed at any one time. The Standards Committee is responsible for considering membership and recruitment of Independent Persons to the Committee and making recommendations for appointments to Full Council.

9.2 Section 27 Localism Act 2011 provides that an authority must promote and maintain high standards of conduct by Members and Co-opted Members of the Authority.

9.3 Section 28 Localism Act 2011 requires that the Council appoints an Independent Person and the steps that must be undertaken in the process.

9.4 Section 28(8)(c)(iii) Localism Act 2011 provides that an Independent Person's appointment must be approved by a majority of members at Full Council.

10. HUMAN RESOURCES IMPACT

10.1 There are no human resources implications. This work will be carried out by officers under their day-to-day duties.

11. HEALTH & SAFETY IMPACT

11.1 There are no such implications associated with this report.

12. PROPERTY & ESTATES IMPACT

12.1 There are no such implications associated with this report.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 There are no such implications associated with this report.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 There are no such implications associated with this report.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 There are no such implications associated with this report.

16. HUMAN RIGHTS IMPACT

16.1 There are no such implications associated with this report.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 There are no such implications associated with this report.

CONTACT OFFICER:

Name: Daniel Bainbridge

Job Title: Group Head of Law & Governance

Contact Number: 01903 737607

BACKGROUND DOCUMENTS: None

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REPORT TO:	Standards Committee 31.10.23
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 20 July 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 20 July 2023, the following complaints have been received, progressed or completed.

Case Ref	Complaint Against	Allegation/Complaint	Code Ref	Outcome
22/16	Arun District Councillor	Criticism of a member of the public via social media	Section E, Paras 1.1 & 2.1	No Breach
23/01	Parish Councillor	Non-disclosure of interests at a committee meeting	Para 13 of Parish Code	No Breach
23/02	Parish Councillor	Unprofessional behaviour, aggressive manner	Section E paras 1, 2 and 5 of Parish Code	MO carrying out initial investigation. Referred to Independent Person

- 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
Oct-22	1		1		1	
Nov-22	1	1			1	
Dec-22	1	1			1	
Jan-23	1		1	1		
Feb-23	1	1			1	
Mar-23	1	1		1		
Apr-23	1	1			1	
May-23	0					
Jun-23	1		1		1	
Jul-23	0					
Aug-23	0					
Sep-23	1		1	0	1	
Oct-23	0					
TOTAL	8	5	3	2	6	0

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

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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		
4. Independent Person Recruitment	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		
4. Independent Person Recruitment	Monitoring Officer		
1. Register of Assessments of Complaints Against Councillors	Monitoring Officer	27.03.24	09.05.24
2. Monitoring Officer Report	Monitoring Officer		

STANDARDS COMMITTEE WORK PROGRAMME 2023/24

3. Member Learning & Development	Monitoring Officer		
4. Independent Person Recruitment	Monitoring Officer		