



Public Document Pack

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18 March 2024

STANDARDS COMMITTEE

A meeting of the Standards Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Wednesday 27 March 2024 at 6.00 pm** and you are requested to attend.

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

PLEASE NOTE:

A live webcast of the meeting will be available via the Council's [Committee webpages](#).

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email Committees@arun.gov.uk by 5.15 pm on **Wednesday 20 March 2024** 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)

The Committee will be asked to approve as a correct record the Minutes of the Standards Committee held on 18 January 2024.

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 - MARCH 2024 (Pages 7 - 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.
[15 minutes]

7. MEMBER LEARNING & DEVELOPMENT (Pages 11 - 14)

This report updates the Standards Committee on the current position of Member learning and development following the completion of the Member Induction Programme.
[10 minutes]

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

This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report on 18 January 2024. 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]

9. WORK PROGRAMME (Pages 19 - 20)

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](#)

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STANDARDS COMMITTEE

18 January 2024 at 6.00 pm

Present: Councillors May (Vice-Chair, in the Chair), Batley, Kelly, Lloyd, Purser, Turner, Woodman, Haywood (Substitute for Huntley) and Long (Substitute for Worne)

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

[Councillor Lloyd was absent from the meeting during discussion at all or part of Minute 530 – 538]

530. WELCOME AND ELECTION OF VICE-CHAIR

The Vice-Chair in the Chair opened the meeting and welcomed Members and Officers. She explained that the Chair had given his apologies for the meeting and proposed Councillor Woodman as acting Vice-Chair for the meeting. This was seconded by Councillor Batley and approved by the Committee.

531. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Huntley, Worne, Ayling and Goodheart.

532. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

533. MINUTES

The Minutes of the meeting held on 31 October 2023 were approved by the Committee. These would be signed after the meeting.

534. 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.

535. PUBLIC QUESTION TIME

No public questions had been submitted for this meeting.

Standards Committee - 18.01.24

536. MONITORING OFFICER REPORT - JANUARY 2024

Upon the invitation of the Chair, the Monitoring Officer introduced the report to Committee. He highlighted paragraph 4.2 and 4.3, 'Maintaining the Constitution'. The Constitution Working Party met on 16 October 2023 and made recommendations to Full Council regarding amendments to the Constitution, including the removal of the 3 hour time limit for the Planning Committee and Licensing Sub Committee. These recommendations were approved by Full Council on 10 January 2024. The changes had now been made to the Constitution, which had been republished and provided to Members.

The Local Assessment Procedures was a separate item on the agenda, as was an update on Member Learning and Development.

There were no questions from Members.

The Committee noted the report.

537. MEMBER LEARNING & DEVELOPMENT

Upon the invitation of the Chair, the Monitoring Officer introduced the report, explaining that the training matrix at Appendix A, had been updated to reflect that Councillors Goodheart and Haywood were now trained to sit on the Standards Committee. He reminded Members that there had been a change to political groupings confirmed at Full Council on 10 January 2024, which was the formation of a new group, the Arun Independent Group. This had meant a change to the allocations of Committees and Councillor Goodheart had therefore taken up a position on the Standards Committee.

The Monitoring Officer followed up on a request made by Councillor Turner at a previous meeting, and he confirmed that an email would be sent to Members later in the month regarding training on data protection. Councillor Turner thanked the Monitoring Officer for this.

The Chair then invited questions. One Member drew attention to paragraph 4.3 of the report regarding potential future one-off and/or regular training opportunities for Members. She felt refresher training would be beneficial. The Monitoring Officer agreed that refresher training was important and explained the Committee had a role in continuing to identify the need and areas in which Members would benefit from additional training.

Having provided the Monitoring Officer with observations regarding future learning and development opportunities for Members, the Committee noted the report.

538. REVIEW OF LOCAL ASSESSMENT PROCEDURES

Upon the invitation of the Chair, the Monitoring Officer introduced the report to Committee. He explained the Local Assessment Procedure and Assessment Panel Procedure governed the entire process of Member complaints, including for Town and Parish Councils. This report brought forward revised Local Assessment Procedure and Assessment Panel Procedure documents. It reflected lessons learned over the 12-month period since the procedures were last reviewed at the Committee's meeting on 23 February 2023, and also best practice.

The amendment to the Local Assessment Procedure in the report was to extend the initial assessment period from 20 working days to 30 working days. The current period was restrictive and the Monitoring Officer felt it was difficult to turn around the initial assessment within 4 weeks. He explained the timescale he followed and he gave a recent example in which the subject member had provided their views at the end of the allocated 2 week period, the Monitoring Officer then had to go back with questions which the subject member needed time to respond to, which would impact on the timeframe. The Monitoring Officer had looked at best practice and what other authorities were doing, and he felt a 6 week period would be helpful and reasonable.

The Monitoring Officer updated that following conversations with an Independent Person in advance of the meeting, he also wished to add at the end of paragraph 7 of the Local Assessment Procedure (page 26 of the agenda pack) an additional sentence 'A councillor against whom an allegation has been made has the right to consult the Independent Person should they wish to do so at any stage'. It was also pointed out that this should not be the same Independent Person advising the Monitoring Officer on the complaint.

It was also highlighted that the Monitoring Officer had the right to refer to an officer of another authority and it was suggested that paragraph 3 of the Local Assessment Procedure (on page 25) should include the wording '(or an officer of another authority)' as follows:

The MO may refer the matter to the standards committee to take the decision in his or her place and he or she may delegate the matter to his or her deputy(ies) or another officer (**or an officer of another authority**) if, for example he or she believes there is a conflict of interest. This power is at the discretion of the MO.

Clarification was sought on why Councillors were referred to as District Councillors in paragraph 6, and Members in all other parts of the Procedures. The Monitoring Officer explained this was because paragraph 6 specifically related to District Councillors, whereas all other parts referred to District, Town and Parish Councillors.

The recommendations were proposed by Councillor Turner and seconded by Councillor Purser

Standards Committee - 18.01.24

The Committee

RESOLVED

- 1) That 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, had been reviewed; and

RECOMMEND TO FULL COUNCIL

- 2) That the revised Local Assessment Procedure be adopted.

539. INDEPENDENT PERSON RECRUITMENT

Upon the invitation of the Chair, the Monitoring Officer introduced the report, reminding Members that at its last meeting, Committee received a report introducing the process and timings for the recruitment of the Council's Independent Persons, whose current terms of appointment were due to expire in July 2024. They had resolved that the Council seek to recruit three Independent Persons for a term of 4 years commencing in July 2024, with an interview panel comprising three Members of the Committee, the Group Head of Law and Governance and an existing Independent Person. They also authorised the Group Head of Law and Governance to prepare an application pack and bring the documentation to this meeting for approval. The Monitoring Officer clarified that should any existing Independent Persons apply, he would look for Independent Persons outside of Arun to sit on the Panel. He also updated Members that he had explored the possibility of recruiting jointly with other West Sussex district and borough councils, however this was not something he would be taking forward. The application pack was included in appendix 1.

The recommendations were proposed by Councillor Batley and seconded by Councillor Turner.

Questions and debate were invited and the following points were raised:

- Should a link to the Constitution be included in the application pack? The Monitoring Officer confirmed this could be done.
- Page 57, section 5 under Criminal Convictions and Cautions, said to find further information at the end of the pack, but the information did not seem to be there. The Monitoring Officer would look into this and email round to the Committee after the meeting any additions to the pack regarding this.
- Clarification was sought regarding what was meant by the 'principal authority' referred to in the first bullet point on page 49. The Monitoring Officer confirmed Arun District Council were the principal authority.

- Regarding paragraph 4.3 of the report, it was asked whether this could be advertised with the forces employment charity, which was free to use. The Monitoring Officer confirmed he would support that.
- It was asked whether there could be an overlap of some weeks between the current Independent Persons leaving and the new Independent Persons commencing, in order to share knowledge. The Monitoring Officer would look into this.

The Committee

RESOLVED

That the application pack for Independent Persons set out in the Appendix to this report, be agreed.

540. REGISTER OF ASSESSMENTS OF COMPLAINTS AGAINST COUNCILLORS

Upon the invitation of the Chair, the Monitoring Officer introduced the report, drawing Members attention to the table in paragraph 4.2. He updated the Committee that for complaint 23/3, he had now received confirmation that the subject member was prepared to apologise and so the matter would be dealt with by way of informal resolution. Complaint 23/05 was found to be no breach. Regarding 23/06, an apology had been issued which had been accepted under informal resolution. He had also very recently received 2 further complaints, which would be showing on the Table at the next meeting.

Upon the Chair inviting questions, it was asked whether there may be benefit to showing totals of complaints for each of the Parish Councils. The Monitoring Officer explained that if there was a trend in one particular Parish, he would bring this as an exempt report to the Committee, however he did not feel stating the Parish would be appropriate as part of the open meeting.

The Committee noted the report.

541. WORK PROGRAMME

The Monitoring Officer updated the Committee that he would be bringing another report regarding Independent Persons Recruitment to the next meeting of the Standards Committee.

The Committee noted the Work Programme.

(The meeting concluded at 6.39 pm)

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REPORT TO:	Standards Committee 27 March 2024
SUBJECT:	Monitoring Officer Report – March 2024
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.”	
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 responsibilities of the Standards Committee, and this report informs Committee Members of matters relating to these responsibilities.

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 The Constitution Working Party considered amendments to Part 5 (Section 1 – Council Procedure Rules and Section 2 – Committee Procedure Rules) and Part 7 (Management Structure) of the Constitution at their meeting on 29 February 2024. These amendments were approved by Full Council at their meeting on 13 March 2024, with the exception of the proposed addition to the procedure rules relating to matters personal to the questioner, his or her spouse, partner or relative. The Constitution will be amended and republished by the time the Standards Committee meets on 27 March 2024.

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

- 4.3 The Monitoring Officer has nothing further to report on this item since his report to Committee on 18 January 2024.

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

- 4.5 There is nothing specific to report on this matter at this meeting. The Monitoring Officer is due to contact those town and parish councils that have not yet adopted the Local Government Association (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

- 4.6 There is nothing specific to report on this matter at this meeting.

Monitoring the Operation of the Code of Conduct

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

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

- 4.8. The changes to the Local Assessment Procedure, as considered at the meeting of Standards Committee on 18 January 2024, were approved at Full Council on 13 March 2024. The amended version of the Procedure has been published and is now in force.

Where not covered by the Local Assessment Procedure, determining the action to be taken on any failure of a District Councillor, Town or Parish Councillor or co-opted Member to comply with the relevant authority's Code of Conduct following a report from the Monitoring Officer.

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

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

4.10 The register of complaints under consideration and investigation is a separate item on the agenda for this meeting and shows where investigations are in progress.

Delivery of training on the Members' Code of Conduct to District Councillors, Town and Parish Councillors and co-opted Members.

4.11 Training on the Code of Conduct 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

4.12 The Monitoring Officer is progressing with the recruitment of the Council's Independent Persons for 2024-2028 as agreed by the Committee at its meeting on 10 January.

Member Learning and Development

4.13 This item is the subject of a separate report on this meeting's agenda.

4 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 – 27 March 2024
SUBJECT:	Member Learning and Development
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.”	
DIRECTORATE POLICY CONTEXT:	
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.	
FINANCIAL SUMMARY:	
No financial implications identified.	

1. PURPOSE OF REPORT

The purpose of this report is to update the Committee on the progress of Member learning and development for the 2023-27 period.

2. RECOMMENDATIONS

It is recommended that the Committee:

- 2.1. Notes the current progress of Member learning and development; and
- 2.2. Provides the Monitoring Officer with any observations regarding future learning and development opportunities for Members.

3. EXECUTIVE SUMMARY

- 3.1. This report updates the Standards Committee on the current position of Member learning and development following the completion of the Member Induction Programme.

4. DETAIL

- 4.1. The 2023 Member Induction Programme is now complete following the May 2023 elections.

- 4.2. The Standards Committee's ongoing function in relation to training is to advise and support the Monitoring Officer in the delivery of training on the Members' Code of Conduct to District Councillors, Town and Parish Councillors and co-opted Members. The Monitoring Officer's view is that this should include Member training in general and hence the Monitoring Officer welcomes the Committee's views and observations regarding potential future one-off and/or regular training opportunities for Members (subject of course to budgets).
- 4.3. An updated training matrix is attached as the Appendix to this report, showing the training undertaken by Members in relation to specific Committees and more generally.
- 4.4. The Monitoring Officer is constantly monitoring the training and development of Councillors on all areas related to their work.
- 4.5. The matrix is published in the 'Useful Documents' library in Members Area on Sharepoint so that Councillors can identify suitable substitutes when needed.
- 4.6. Members received further Planning training in February in order to capture any Members who had not been trained during the 2023 Member Induction. These updates are reflected within the Training Matrix

5. CONSULTATION

- 5.1. Not applicable to this report.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1. It is not a viable option to not provide Members with sufficient learning and development for them to fulfil their duties.

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

- 7.1. The costs of the Member Induction Programme have been met from the 2023/24 Law & Governance budget, and any future training would need to be met from within existing budgets.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. The risk of not having a training 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

Appendix 1 – Updated Training Matrix – To be uploaded as a supplementary document after publication of the agenda but prior to the meeting.

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REPORT TO:	Standards Committee 27 March 2024
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.”	
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 18 January 2024. 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 an anonymised version of this is distributed to Members of the Standards Committee by way of this regular update report (see para 4.2 below). This assists the Committee in making decisions on where to direct any refresher or targeted training and to review any lessons learned.
- 4.2. Since the last report to the meeting on 18 January 2024, the following complaints have been received, progressed or completed.

Case Ref	Complaint Against	Allegation/Complaint	Alleged breach of Code Ref	Outcome
23/05	Town Councillor	Disrespect shown at public event	Town Council Code	No Breach
23/06	Parish councillor	Disrespect to fellow councillor	Parish Council Code	Informal resolution - letter of apology was issued to complainant.
23/07	Parish Councillor	Disrespect shown to fellow councillor	Parish Council Code	No Breach
23/08	District Councillor	Disrespect shown towards fellow councillors at meeting	Section E, Para 1.1	Complaint withdrawn by complainant
23/09	Parish Councillor	Disrespect, bullying/harassment, entitlement to briefing, confidentiality and access to information, and bringing council into disrepute.	Parish Council Code	MO conducting 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/Paris	Complaint by Councillor	Complaint by Public	Resolved by Informal Resolution
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	1
Oct-23	0					
Nov-23	4	1	3	1	3	2
Dec-23	1		1	1		
Jan -24	1	1		1		
TOTAL	9	3	6	3	6	2

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	Report Author	Date of Meeting	Full Council Meeting Date
Monitoring Officer			
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		
5. Review of Local Assessment Procedures	Monitoring Officer		
1. Register of Assessments of Complaints Against Councillors	Monitoring Officer	27.03.24	09.05.24

STANDARDS COMMITTEE WORK PROGRAMME 2023/24

2. Monitoring Officer Report	Monitoring Officer		
3. Member Learning & Development	Monitoring Officer		