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08 October 2024

STANDARDS COMMITTEE

A meeting of the Standards Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 17 October 2024 at 6.30 pm** and you are requested to attend.

Members: Councillors Huntley (Chair), May (Vice-Chair), Ayling, Batley, Goodheart, Kelly, 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 **Thursday 10 October 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 - 4)

The Committee will be asked to approve as a correct record the Minutes of the Standards Committee held on 11 July 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 - OCTOBER 2024 (Pages 5 - 8)

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.
[5 Minutes]

7. MEMBER LEARNING AND DEVELOPMENT (Pages 9 - 14)

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

8. RECRUITMENT OF INDEPENDENT PERSONS (Pages 15 - 18)

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

Independent Persons are appointed for a fixed period of time, and all three of the Council's IPs' terms of appointment are due to expire on 6 November 2024. A recruitment process was agreed by this Committee at its meeting on 18 January 2024 and the terms of office of the three current Independent Persons was extended to 6 November 2024 to allow for this process to be completed (as agreed by Full Council at their meeting on 17 July 2024).

[10 Minutes]

9. INDEPENDENT PERSON PROTOCOL (Pages 19 - 28)

The Standards Committee's functions include functions relating to standards of conduct of District Councillors, Town and Parish Councillors and co-opted members under the Localism Act 2011 or regulations made under it.

National good practice is that the Council should devise and adopt a protocol to ensure there is clarity about the Independent Person role and to make sure that there is clear separation of the roles of the Independent Persons, the Monitoring Officer and the Standards Committee.

The Council has an adopted set of Local Assessment Procedures (LAP) which comprehensively set out the way in which complaints about member conduct will be dealt with by the Monitoring Officer and the Standards Committee, and the proposed Protocol mirrors the LAP's requirements as they relate to the Independent Persons.

[10 Minutes]

10. REVIEW OF COUNCILLORS GUIDE TO PERSONAL SAFETY (Pages 29 - 54)

The Councillors Guide to Personal Safety was last reviewed in March 2023. Recent incidents in 2024 which have impacted on Councillor safety have suggested that a review of the document should be undertaken and refreshed to reflect updated guidance.

[20 Minutes]

11. REGISTER OF ASSESSMENTS OF COMPLAINTS AGAINST COUNCILLORS (Pages 55 - 58)

This report updates the Committee on the complaints against Councillors received since the Monitoring Officer's last report on 11 July 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.

[10 Minutes]

12. WORK PROGRAMME

(Pages 59 - 60)

The Committee is required to note the Work Programme for 2024/25.

[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](#).