



Public Document Pack

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02 July 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 11 July 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 **Thursday 04 July 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 27 March 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. START TIMES

The Committee is required to agree its start times for meetings for the year 2024/25.
[5 minutes]

7. MONITORING OFFICER REPORT - JULY 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]

8. MEMBER LEARNING & 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]

9. 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 27 March 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]

10. RECRUITMENT OF INDEPENDENT PERSONS (Pages 19 - 22)

The Standards Committee's functions include considering membership and recruitment of Independent Persons 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 are due to expire in July 2024. A recruitment process was agreed by the Committee at its meeting on 18 January 2024 with the aim of appointing new Independent Persons at the July 2024 Full Council meeting. The Monitoring Officer has not been able to progress the recruitment process as promptly as envisaged and an extension of term of office is therefore recommended.

[15 Minutes]

11. WORK PROGRAMME (Pages 23 - 24)

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](#)

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Public Document Pack Agenda Item 3

Subject to approval at the next Standards Committee meeting

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STANDARDS COMMITTEE

27 March 2024 at 6.00 pm

Present: Councillors Huntley (Chair), Ayling, Batley, Goodheart, Kelly, Lloyd, Turner and Woodman

Also present was Independent Person Mr John Thompson

753. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Purser and Independent Persons Mr John Cooke and Mrs Sandra Prail.

754. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

755. MINUTES

The Minutes of the meeting held on 18 January 2024 were approved by the Committee and signed by the Chair.

756. 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.

757. PUBLIC QUESTION TIME

No public questions had been submitted for this meeting.

758. MONITORING OFFICER REPORT - MARCH 2024

Upon the invitation of the Chair, the Monitoring Officer introduced the report to Committee. He highlighted paragraph 4.2 'Maintaining the Constitution', explaining that the Constitution Working Party had met and considered changes to the Constitution. Changes to the Constitution had subsequently been approved by Full Council on 13 March 2024. The Constitution would be updated in the week following the Committee meeting. Paragraph 4.8 was also highlighted. 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

Standards Committee - 27.03.24

Procedure had now been published and was now in use. The recruitment of Independent Persons was ongoing.

The Monitoring Officer updated Committee that there had been an incident in the Chamber at Planning Committee the previous week. He assured Members that this was being taken very seriously and had been reported to the police. The Council had issued a press statement regarding this. The Monitoring Officer stated that anyone being made to feel unsafe in the Chamber would not be tolerated. This matter was an ongoing police investigation, and was also being reviewed internally by the Corporate Management Team, who were looking at arrangements in the Chamber in terms of safety. Any improvements would be quickly implemented, and Members would be communicated with regarding any changes. He had appreciated feedback that had been received from Members, and was grateful to those Members that had come forward in terms of observing the incident.

One Member thanked the Monitoring Officer for the coordination of information and response, and also for the update to Committee.

There were no questions from Members.

The Committee noted the report.

759. MEMBER LEARNING & DEVELOPMENT

Upon the invitation of the Chair, the Monitoring Officer introduced the report, explaining that the training matrix had been updated to reflect that additional training for Planning Committee and Planning Policy had taken place and been well attended. He had received feedback from some Members that this session had felt like a repeat of previous Planning training sessions. He explained that it had been intended to be a repeat session, as some Members had not been able to attend the original training sessions. He had also received positive feedback that some Members had been pleased to attend the refresher training.

The Monitoring Officer explained that he had not yet been able to finalise the data protection training for Members, as he was in the process of ensuring there were enough licences to get all 54 Members trained. This was something that would be provided to Members as soon as possible.

The Chair then invited questions from Members. It was asked why there was an asterisk for 2 Members in the training matrix, which it was confirmed was a typing error of some sort, and there was no meaning behind this.

The Committee noted the report.

760. 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 had made a change to column 'Alleged breach of code ref' to ensure this could not be traced to an individual town or parish council.

The Monitoring Officer explained that when looking at trends and patterns he was pleased that there were fewer complaints about Arun District Council Members. Complaints between Arun Members had also reduced.

There were no questions from Members regarding the register of complaints.

The Committee noted the report.

761. WORK PROGRAMME

The Committee noted the Work Programme.

(The meeting concluded at 6.20 pm)

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REPORT TO:	Standards Committee – 11 July 2024
SUBJECT:	Monitoring Officer Report – July 2024
LEAD OFFICER:	Daniel Bainbridge, Group Head of Law & Governance
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:	
All of the matters contained within this report	
FINANCIAL SUMMARY:	
No financial implications as this is an information-only 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 was subsequently amended on 10 April 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 27 March 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 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 Monitoring Officer has nothing to report on this matter at this meeting.

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 – 11 July 2024
SUBJECT:	Member Learning and Development
LEAD OFFICER:	Daniel Bainbridge, Group Head of Law & Governance
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.

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

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Lury	Madeley	May	McAuliffe	McDougall	Nash	Needs	Northeast	O'Neill	Oppler	Partridge	Patel	Pendleton	Penycate	Purser	Stainton	Stanley	Tandy	Turner	Wallsgrave	Walsh	Warr	Wiltshire	Woodman	Worne, Amanda	Worne, Amelia	Yeates	
																											Committee Training
																											Planning Committee Training
																											Licensing Committee Training
																											Standards Committee Training
																											Audit & Governance Committee Training
																											Planning Policy Committee Training
																											Other Training
																											Code of Conduct Training (Induction session 18.05.23)
																											Notes:
																											Key:-
																											Training attended/completed
																											Training required but not completed
																											Trained as subs

REPORT TO:	Standards Committee – 11 July 2024
SUBJECT:	Register of Assessment of Complaints Against Councillors
LEAD OFFICER:	Daniel Bainbridge, Group Head of Law & Governance
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:	
Complaints regarding district, town and parish councillors are assessed against the relevant Code of Conduct and in accordance with the Local Assessment Procedures.	
FINANCIAL SUMMARY:	
No financial implications as this is an information-only 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 27 March 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 27 March 2024, the following complaints have been received, progressed or completed.

Case Ref	Complaint Against	Allegation/Complaint	Alleged breach of Code Ref	Outcome
23/09	Parish Councillor	Disrespect, bullying/harassment, entitlement to briefing, confidentiality and access to information, and bringing council into disrepute.	Parish Council Code	No Breach
23/10	Parish Councillor	Bullying and Harassment. Misuse of position as councillor.	Parish Council Code	No Breach
2024/01	Arun District Councillor	Pre-disposition shown at committee meeting, allowing personal views to affect impartiality.	Paras 1.2 and 2.3	No Breach
2024/02	Arun District Councillor	Pre-disposition shown at committee meeting, allowing personal views to affect impartiality.	Para 9.1	No Breach
2024/03	Parish Councillor	Disrespect and intimidation to fellow councillor.	Parish Council Code	MO conducting initial assessment
2024/04	Arun District Councillor	Misuse of social media	Paras 1.1, 5.1, 6.1 & 8.1	MO conducting initial assessment
2024/05	Arun District Councillor	Disrespect shown to fellow councillor	TBA	MO conducting initial assessment

2024/06	Parish Councillor	Disrespect shown to member of public	Parish Council Code	MO conducting initial assessment
2024/07	Parish Councillor	Disclosure of confidential information	Parish Council code	MO conducting initial assessment
2024/08	Parish Councillor	Failure to declare interest	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/Parish	Complaint by Councillor	Complaint by Public	Resolved by Informal Resolution
Jun-23	1		1		1	
Jul-23	0					
Aug-23	0					
Sep-23	1		1		1	1
Oct-23	0					
Nov-23	4	1	3	1	3	2
Dec-23	1		1	1		
Jan -24	1	1		1		
Feb-24	1		1	1		
Mar-24	2	1	1	1	1	
Apr-24	1	1			1	
May -24	4	2	2	2	2	
TOTAL	16	6	10	7	9	

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

Arun District Council

REPORT TO:	Standards Committee – 11 July 224
SUBJECT:	Recruitment of Independent Persons
LEAD OFFICER:	Daniel Bainbridge, Group Head of Law & Governance
LEAD MEMBER:	Councillor David Huntley
WARDS:	All
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.	
DIRECTORATE POLICY CONTEXT: The Law & Governance and Monitoring Officer functions sit within the Growth directorate.	
FINANCIAL SUMMARY: There are no financial implications associated with this report.	

1. PURPOSE OF REPORT

- 1.1 To update Members on the Council’s recruitment process in respect of Independent Persons and to recommend an extension to the terms of office of the Council’s existing Independent Persons.

2. RECOMMENDATIONS

It is recommended that the Committee notes the position regarding the Independent Persons recruitment process and recommends to Full Council that the terms of office of the Council’s current Independent Persons be extended to 6 November 2024.

3. EXECUTIVE SUMMARY

- 3.1 The Standards Committee’s functions include considering membership and recruitment of Independent Persons 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 are due to expire in July 2024 – Sandra Prail, John Thompson and John Cooke. A recruitment process was agreed by the Committee at its meeting on 18 January 2024 with the aim of appointing new Independent Persons at the July 2024 Full Council meeting. The Monitoring Officer has not been able to progress the recruitment process as promptly as envisaged and an extension of term of office is therefore recommended.

4. DETAIL

- 4.1 At its meeting on 18 January 2024 the Committee received a report regarding the process and timings for the recruitment of the Council's Independent Persons, whose current terms of appointment are due to expire in July 2024.
- 4.2 At the meeting the Committee resolved that the recruitment pack for Independent Persons be agreed. This followed a decision at its meeting on 31 October 2023 that a process commence for the recruitment of three new Independent Persons to be appointed from July 2024.
- 4.3 Since the January 2024 meeting an advert has been prepared and the recruitment pack finalised in line with the Committee's resolution and comments at that meeting, but it has not been possible to progress the recruitment process as promptly as envisaged and therefore the Committee is asked to consider recommending to Full Council (its meeting on 17 July 2024) that the three existing Independent Persons' terms of office be extended to 6 November 2024 (the date of the next Full Council) in order for the recruitment process to be completed.

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.

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 is 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 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.

- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 Section 28 Localism Act 2011 requires that the Council appoints an Independent Person and the steps that must be undertaken in the process.
- 9.6 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

STANDARDS COMMITTEE WORK PROGRAMME 2024/25

Standards Committee	Report Author	Date of Meeting	Full Council Meeting Date
1. Register of Assessments of Complaints Against Councillors	Monitoring Officer	11.07.24	17.07.24
2. Monitoring Officer Report	Monitoring Officer		
3. Member Learning & Development	Monitoring Officer		
4. Update on IP Recruitment	Monitoring Officer		
1. Register of Assessments of Complaints Against Councillors	Monitoring Officer	17.10.24	07.11.24
2. Monitoring Officer Report	Monitoring Officer		
3. Member Learning & Development	Monitoring Officer		
4. IP Protocol	Monitoring Officer		
5. Update on IP Recruitment	Monitoring Officer		
6. Review of Councillors Guide to Personal Safety	Monitoring Officer		
1. Register of Assessments of Complaints Against Councillors	Monitoring Officer	16.01.25	19.03.25
2. Monitoring Officer Report	Monitoring Officer		
3. Member Learning & Development	Monitoring Officer		
4. Code of Conduct Review	Monitoring Officer		

STANDARDS COMMITTEE WORK PROGRAMME 2024/25

1. Register of Assessments of Complaints Against Councillors	Monitoring Officer	06.03.25	19.03.25
2. Monitoring Officer Report	Monitoring Officer		
3. Member Learning & Development	Monitoring Officer		