

Date: 4 October 2012  
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To: Members of the Standards Committee:  
(Councillors Peter Bowden, Geoff Chamberlain, Peter Halse,  
Frances Newth and Tim Wood)

Substitute members for information:  
Councillors Alan Dent and Douglas Hull

Co-opted non-voting members (Parish/Town Councillors):  
Councillors David Mason and Courtney Richards

Co-opted non-voting member (Independent)  
Ray Davison and Tim Swarbrick

Appointed Independent Person (non-voting) - Alison Willan  
Appointed Reserve Independent Person (non-voting) – John Walpole

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Monitoring Officer  
Corporate Legal and Democratic Services Manager

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**Standards Committee**  
**Tuesday 16 October 2012**  
**10 am**  
**Committee Room**

Members of the Council who do not sit on this Committee are welcome to attend as observers.

Members of the public are welcome to attend this meeting.

- A period of 15 minutes has been provided at the beginning of the meeting to allow members of the public to raise questions.
- In addition, the public may speak on items listed on the agenda. After a report has been introduced, the Chairman of the Committee will ask if any member of the public would like to speak in respect of the matter and/or ask questions.
- All individual contributions will be limited to a period of 3 minutes – where there is an interest group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.
- The public is advised that the Chairman has the right and discretion to control questions to avoid disruption, repetition and to make best use of the meeting time.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact Hannah Whitfield (contact details at top of page).

Councillors and members of the public are reminded to switch off mobile phones during the meeting. If this is not practical due to particular circumstances, please advise the Chairman in advance of the meeting.

## AGENDA

Page/s

- 1 **Public question time** – standard agenda item (15 minutes)  
Members of the public are invited to put questions to the Committee through the Chairman.
- 2 To receive any apologies for absence.
- 3 To confirm the minutes of the Special Standards Committee meeting held on 11 July 2012. 4 - 16
- 4 To receive any declarations of interests relating to items on the agenda.
- 5 To agree any items to be dealt with after the public (including the press) have been excluded. There are no items which Officers recommend should be dealt with in this way.
- 6 To consider any items which in the opinion of the Chairman, should be dealt with as matters of urgency because of special circumstances. (Note: Such circumstances need to be identified in the minutes. If you wish to raise a matter under this item, please do so in advance of the meeting by notifying the Chief Executive who will then consult with the Chairman).
- 7 Openness and transparency on personal interests – A Monitoring Officer 17 - 28  
guide for Councillors (previously circulated to all District, Town and Parish Councillors)
- 8 Member training and development update Democratic Services Officer 29 - 34
- 9 Complaints update and statistics Monitoring Officer 35
- 10 Forward Plan Monitoring Officer 36

### **Members and co-opted members remember!**

- You must declare the nature of any disclosable pecuniary interests. [Under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners]. You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.  
Make sure you say what your interest is as this has to be included in the minutes. [For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer'.]
- If your interest is a disclosable pecuniary interest you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Council's Monitoring Officer or Standards Committee.

### **Decision making and equality duties**

The Council will give due regard under the Equality Act 2010 to the equality impact of its decisions.

An appropriate level of analysis of equality issues, assessment of equalities impact and any mitigation and/or monitoring of impact will be addressed in committee reports.

Consultation on major policy changes will take place in line with any legal requirements and with what is appropriate and fair for the decisions being taken.

Members will be expected to give reasons for decisions which demonstrate they have addressed equality issues.

## Getting to the Meeting – for the benefit of visitors



The entrance to the Council Offices is located on Station Road, Sidmouth. **Parking** is limited during normal working hours but normally easily available for evening meetings.

The following **bus service** stops outside the Council Offices on Station Road: **From Exmouth, Budleigh, Otterton and Newton Poppleford – 157**

The following buses all terminate at the Triangle in Sidmouth. From the Triangle, walk up Station Road until you reach the Council Offices (approximately ½ mile).

**From Exeter – 52A, 52B**

**From Honiton – 52B**

**From Seaton – 52A**

**From Ottery St Mary – 379, 387**

Please check your local timetable for times.

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The Committee Suite has a separate entrance to the main building, located at the end of the visitor and Councillor car park. The rooms are at ground level and easily accessible; there is also a toilet for disabled users.

**For a copy of this agenda in large print, please contact the Democratic Services Team on 01395 517546**

## **EAST DEVON DISTRICT COUNCIL**

### **Minutes of a Special Meeting of the Standards Committee held at Knowle, Sidmouth on 11 July 2012**

<b>Present:</b>	Cllr Peter Halse (Chairman)	EDDC Councillor
	Geoff Chamberlain	EDDC Councillor
	Frances Newth	EDDC Councillor
	Cllr Tim Wood	EDDC Councillor
<b>Co-opted non-voting members:</b>	Ray Davison	Independent Member
	David Mason	Parish Council representative
	Cllr Courtney Richards	Parish Council representative
<b>Also present:</b>	Alison Willian	Independent Person
	John Walpole	Reserve Independent Person
	Douglas Hull	EDDC Councillor
<b>Officers:</b>	Denise Lyon	Monitoring Officer
	Diana Vernon	Democratic Services Manager
	Hannah Whitfield	Democratic Services Officer
<b>Apologies:</b>	<u>Committee Member:</u> Peter Bowden	EDDC Councillor
	<u>Substitute Member:</u> Alan Dent	EDDC Councillor
	Rachel Pocock	Corporate Legal and Democratic Services Manager

The meeting started at 9.30 am and ended at 11.00 am

\*1. **Appointment of Chairman of the Council as Chairman of the Standards Committee (to comply with the new Standards arrangements under the Localism Act 2011)**

Councillor Frances Newth proposed that the Chairman of the Council, Peter Halse, be appointed as Chairman of the Standards Committee for the following year. Councillor Tim Wood seconded the proposal.

Councillor Geoff Chamberlain asked for it to be recorded that he would not be taking part in the vote as he believed the Chairman of the Standards Committee should be an Independent member of the Committee. He had voiced his concerns regarding this matter at the Extraordinary meeting of the Council held on 27 June 2012.

The Chairman of the Council, Councillor Halse expressed his disappointment that under the new arrangements an independent member could not be elected as Chairman of the Standards Committee (under the new arrangements independent members were co-opted onto the Committee and were non-voting members). He advised that his role as Chairman of the Council was non-political and hoped the Committee could work together to make the best of the new Standards arrangements.

\*1. **Appointment of Chairman of the Council as Chairman of the Standards Committee (to comply with the new Standards arrangements under the Localism Act 2011) continued...**

**RESOLVED:** that Chairman of the Council, Councillor Peter Halse, be appointed as Chairman of the Standards Committee (to comply with new Standards arrangements under the Localism Act) for the following year.

Following his appointment the Chairman welcomed everyone to the meeting. The newly appointed Independent Person, Alison Willan and reserve Independent Person, John Walpole were introduced to the Committee.

\*2. **Minutes**

The minutes of the meeting of the Standards Committee held on 17 June 2012 were confirmed and signed as a true record.

3. **New local Standards arrangements under the 2012 Code of Conduct**

At the Extraordinary meeting of the Council on 27 June 2012, Members agreed, in principle, the arrangements for dealings with complaints and asked that the detailed processes and procedures be referred to the Standards Committee for consideration. The Committee was asked to consider the detailed Code of Conduct complaints procedure (Appendix A) prepared by the Monitoring Officer; the Code of Conduct Complaints Checklist (Appendix B); and the Standards Hearings Sub Committee Hearings Procedure. Members' thoughts and guidance were sought on specific stages of the process.

The Committee was asked to consider whether the Independent Person (or in their absence the reserve Independent Person) should be consulted at the stage a complaint was received in writing by the Monitoring Officer - regulations did not require the Independent Person to be consulted at this stage. During discussion, the general feeling from Members was that to ensure public perception of the complaints process was fair, the Independent Person will be consulted at an early stage of the complaint process. The Monitoring Officer advised that a protocol needed to be established to aid the role of the Independent Person.

The Monitoring Officer drew the Committee's attention to 'Guidance to help decide how to deal with a complaint', which formed part of the complaint procedure paper – this criteria would be used during the assessment of a new complaint. Members discussed the criteria and felt it would helpful if this 'list' was referred to early in the complaints procedure. In response to a question raised, the Monitoring Officer advised that if the Subject Member resigned following receipt of a written complaint, an investigation would only be pursued if it was in the public interest to do so. Details of a complaint would only be made public (unless there were reasons for it being to continue to be kept confidential) if it went to the hearing stage of the complaint process. Members commented that it might be helpful to have more detail about individual complaint cases in the Complaint Update and Statistics reports presented at future Committee meetings.

### 3. **New local Standards arrangements under the 2012 Code of Conduct continued...**

The Committee noted the actions that the Standards Hearings Sub Committee could take when a councillor had breached the Code of Conduct. The Monitoring Officer advised that she had contacted the Police to establish a protocol for handling complaints where a councillor had failed to declare a Disclosable Pecuniary Interest (DPI) and was awaiting a response.

The Monitoring Officer acknowledged that the Committee had a number of concerns regarding the new Standards arrangements and suggested a Committee review in six to twelve months time.

The Committee noted that a copy of the new Code of Conduct, adopted by the Council at its special meeting, had been circulated to Town and Parish councils in the district; however, Town and Parish Councils could choose to adopt a different Code or to write their own. There was value in all tiers of local government within Devon having a uniform code.

The Monitoring Officer explained the proposed 'simplified' hearings procedure (Appendix C), which would be held in public, as agreed by Council at its extraordinary meeting. The Committee noted that if, following an investigation, an agreed resolution could be reached between the subject member and complainant, the complaint would not go forward to a hearing. Members discussed and agreed the proposal that witnesses would not be called at a hearing – witness statements being included in the Investigating Officer's report was felt to be sufficient. Members felt it to be appropriate that the complainant be able to invite a friend/adviser to accompany them at a hearing. The Monitoring Officer clarified that under the new Standards arrangement there was no longer an appeals process. The hearings procedure could be reviewed and changed at a later stage if required.

- RECOMMENDED:**
1. that Council's complaints processes and procedures as detailed in Appendices A, B and C be adopted, These include the following recommendations of the Standards Committee:
    - the wording under 'Investigation' to be amended to read 'Where the complaint has raised an issue that the Monitoring Officer, in consultation with the Independent Person, decides....'
    - a reference to the 'guidance to help decide how to deal with a complaint' be included at the beginning of the complaint procedure.
    - reference be made to the reserve Independent Person in point 3 of the legal points for those interested in the background to the Code of Conduct.
  2. that a protocol for the Independent Person role be produced and published on the Council's website.

**RESOLVED:** That where appropriate more detail about individual complaint cases received be included in the Complaint Update and Statistics report presented to the Standards Committee at future meetings.

Chairman ..... Date .....

## **Appendix A**

### **Code of Conduct complaints procedure**

The Council is very keen to make sure elected members uphold good standards of behaviour. If you believe that a Town, Parish or District councillor has done something they shouldn't and failed to comply with the Code of Conduct for elected councillors, please call the District Council's Monitoring Officer on 01395 517480. We will discuss your concerns and agree with you the best way forward.

#### **What might happen then?**

##### **No action or Informal resolution**

The Monitoring Officer will take details of your complaint and, if necessary, get more information from council officers, the councillor him/herself and in writing from yourself if needs be. She will then consult the Independent Person to get their view on the points raised. The aim of this stage is to find a fair way to deal with the complaint. It could be that the complaint falls into the category of no further action, in which case you will get an explanation as to why this is the case. It may be that there is a way to resolve the complaint informally. Perhaps the councillor recognises their conduct was unacceptable and apologises, or that the Council itself can take remedial action. Where the councillor or Council make a reasonable offer of informal resolution, but you are not willing to accept that offer, the Monitoring Officer will take account of this in deciding whether the complaint merits formal investigation. Page 4 also has more information on guidance the Monitoring Officer and Independent Person will use to help decide how to deal with a complaint.

Timescale: We can normally come back to you within 2 weeks.

##### **Investigation**

Where the complaint has raised an issue that the Monitoring Officer, in consultation with the Independent Person, decides cannot be resolved informally and is serious enough to warrant investigation, she will ask you to confirm your complaint in writing and then appoint an investigator. This could be an appropriately skilled council officer from this or another council, or an external investigator. The investigation will be comprehensive and will include interviews with everyone the investigator decides will help them assess the complaint and reach a conclusion on whether there has been a breach of the Code of Conduct. In exceptional circumstances, we may keep your identity confidential if we agree it is necessary, or we may delay notifying the councillor of the investigation where this may prejudice the investigation.

You and the councillor concerned will have the opportunity to comment on the draft report before it is finalised.

Timescale: We can normally complete investigations within 2 months.

##### **Handing complaints to the police or other bodies**

Where the complaint alleges criminal conduct [including a failure to register or declare a Disclosable Pecuniary Interest, or voting at a Council meeting where such an interest exists], this is a matter for the police and cannot be dealt with under our Code complaints procedure. The Monitoring Officer has the power to call in other regulatory agencies as appropriate. .

### **What happens when the Investigator issues their final report?**

Where the Investigator finds that the councillor hasn't breached the Code of Conduct, the Monitoring Officer will write to the councillor, the complainant and the Town/Parish Clerk if relevant, to end the matter. All documents relating to the complaint remain confidential in this case.

Where the Investigator concludes that there has been a breach of the Code, the Monitoring Officer will try to facilitate a local resolution where appropriate. If this is not appropriate or possible, she will arrange a Standards Hearings Sub Committee. This will be a public meeting in which the Investigator and the councillor concerned will be able to make representations to the Sub Committee members before the Committee decides what, if any, sanction is appropriate. In cases where the councillor persuades the Hearing that there are legitimate reasons for holding the Hearing in confidential session, the public will be excluded from all or part of the Hearing. There will be a written procedure for the hearing itself.

### **What action can the Standards Hearings Sub Committee take where a councillor has breached the Code of Conduct?**

The Council has delegated to the Hearing Committee powers to take action to promote and maintain high standards of conduct. The Committee may:

- a. Censure or reprimand the member
- b. Publish its findings in respect of the member's conduct
- c. Report its findings to Council [or to the Parish Council] for information
- d. Recommend to the member's Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council
- e. Recommend to the Leader of the Council that the member be removed from the Cabinet, or removed from particular Portfolio responsibilities
- f. Recommend to Council that the member be replaced as Executive Leader
- g. Instruct the Monitoring Officer to [or recommend that the Parish Council] arrange training for the member
- h. Remove [or recommend to the Parish Council that the member be removed] from all outside appointments to which he/she has been appointed or nominated by the authority [or by the Parish Council]
- i. Withdraw [or recommend to the Parish Council that it withdraws] facilities provided to the member by the Council, such as a computer, website and/or email and Internet access
- j. Exclude [or recommend that the Parish Council exclude] the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.



The Hearings Sub Committee has no power to suspend or disqualify the member or to withdraw members' or special responsibility allowances.

### **What happens at the end of the Hearing?**

At the end of the Hearing, the Chair will state the decision of the Committee in summary. The Monitoring Officer will prepare a Decision Notice in consultation with the Chair of the Committee and send a copy to the councillor and the complainant. The Decision Notice will also be posted on the Council's website and reported to a future Standards Committee and Council meeting.

### **Legal points for those interested in the background to the Code of Conduct**

1. The Localism Act 2011 brought in the requirement to adopt a local Code of Conduct and set out Disclosable Pecuniary Interests which elected members must register. The Code applies when councillors are acting in their official capacity.
2. There has been no national regulator since Standards for England was abolished in 2012 and since July 2012 all complaints about district, town and parish councillors are dealt with in line with East Devon's agreed procedure. Devon County Council has its own complaints handling process.
3. The Localism Act also required us to appoint at least one Independent Person (EDDC has also appointed a reserve Independent Person) whose views must be sought by the Monitoring Officer when considering a complaint against a councillor
4. The Monitoring Officer also means her Deputy or other person allocated to act in her stead.

## **Guidance to help decide how to deal with a complaint**

### **Issues that may result in informal resolution**

1. Less serious complaints where the councillor wishes to put their actions right
2. Complaints where training or mentoring would resolve the problem
3. A general breakdown in relationships at the Council where other action such as mediation might help
4. Complaints where the public interest in conducting an investigation does not justify the costs of such an investigation

### **Serious issues that are such a concern that investigation seems appropriate**

1. Disclosure of confidential information, except where allowed by the Code
2. Behaviour that is disrespectful, bullying or intimidating
3. Conduct that might breach equality laws
4. Conduct that would bring the office of councillor or the Council into disrepute, especially where the conduct is deliberate, dishonest or duplicitous

### **Circumstances where no further action is appropriate**

1. The complaint is the same or substantially the same as a complaint previously dealt with
2. The period since the alleged behaviour is so significant that it is considered to be inequitable, unreasonable or otherwise not in the public interest to pursue
3. The complaint is trivial
4. The complaint discloses such a minor or technical breach of the Code that it is not in the public interest to pursue
5. The complaint is or appears to be malicious, politically motivated, tit-for-tat or otherwise submitted with an improper motive and the complaint is not considered to disclose sufficiently serious potential breaches of the Code to merit further consideration
6. The complaint is covered by the Councils persistent and vexatious complaints policy and the complaint is not considered to disclose sufficiently serious potential breaches of the Code to merit further consideration
7. The councillor has provided a satisfactory remedy to the complaint
8. The complaint is about a person who is no longer a member of a relevant council and there are no overriding public interest reasons to merit further consideration

## Appendix B

### Code of Conduct Complaints Checklist

Step	Action	Paperwork
1	<p>a. Complaint by phone call: The Monitoring Officer will take details of the complaint and, if necessary, get more information from council officers, discuss the complaint with the councillor themselves and ask the complainant to confirm the complaint in writing if needs be. She will then consult the Independent Person to get their view on the points raised. The aim of this stage is to find a fair way to resolve the complaint informally to both parties' satisfaction.</p> <p>b. Complaint by email/in writing: The Monitoring Officer will contact the complainant to discuss the issue, then follow the steps for 1a.</p>	<p>Need a simple form for me to use to capture:</p> <ul style="list-style-type: none"> <li>• member name</li> <li>• council</li> <li>• reason</li> <li>• code para</li> <li>• next steps to take incl minutes, clerk/our officer view,subject member view, IP view.</li> </ul> <p>Also – need to review the form on the website</p>
2	<p>The Monitoring Officer, after consulting the Independent Person, will write to the complainant to explain the position:</p> <p>(a) informal resolution reached or proposed</p> <p>(b) an investigation warranted to determine whether there has been a breach</p> <p>(c) no further action necessary/appropriate</p> <p>(d) referral to the Police due to possible criminal act</p>	<p>Need a standards template confidential letter (either one for each or one with all the possibilities included so I can delete leaving appropriate words in)</p>
3	<p>Where the complaint has raised an issue that the Monitoring Officer, in consultation with the Independent Person, decides cannot be resolved informally and is serious enough to warrant investigation, she will ask the complainant to confirm their complaint in writing if this hasn't already been done and then appoint an Investigator.</p>	

Step	Action	Paperwork
4	The Investigator completes an investigation in line with the complaints procedure <i>link</i> and consults all contributors on the draft investigation report, as well as the Monitoring Officer, before issuing a final report in the Council's agreed format.	Need a standard template confidential letter to send with the report.
5	Where the Investigator finds that the councillor has not breached the Code of Conduct, the Monitoring Officer will write to the councillor, the complainant and the Town/Parish Clerk if relevant, to end the matter. However, the Monitoring Officer does reserve the right to ask the Investigator to reconsider their report if she feels that the investigation has not been conducted properly or points require further clarification. All documents relating to the complaint remain confidential in a case where there has been a finding of 'no breach'.	Need a confidential letter (and a Notice?) to explain finding and reasons and end of process.
6	<p>Where the Investigator concludes that there has been a breach of the Code, the Monitoring Officer, in consultation with the Independent Person, will either:</p> <ul style="list-style-type: none"> <li>a) where appropriate try to facilitate a local resolution which satisfies both parties. The Monitoring Officer will consult with the complainant, the Independent Person and the Councillor to see if a fair resolution can be agreed. Resolution might include the Councillor agreeing their behaviour was unacceptable and offering an apology and/or other remedial action by the Council.</li> <li>or</li> <li>b) arrange a Standards Hearings Sub Committee if local resolution is not possible or appropriate. This will be a public meeting in which the Investigator and the councillor concerned will be able to make representations to the Sub Committee members before the Committee decides what, if any, sanction is appropriate. In cases where the councillor persuades the Hearing that there are legitimate reasons for holding all/part of the Hearing in confidential [Part B] session, the public will be excluded from all or part of the Hearing.</li> </ul>	<p>Need two template letters:</p> <ul style="list-style-type: none"> <li>a) confirming local resolution to all parties including Town/Parish Clerk if relevant</li> <li>b) confirming Hearing time and date and including template form for written representations</li> </ul>

7	<p>The Council has delegated to the Hearing Sub Committee powers to take action to promote and maintain high standards of conduct. The Committee may:</p> <ul style="list-style-type: none"> <li>a. Censure or reprimand the member</li> <li>b. Publish its findings in respect of the member's conduct</li> <li>c. Report its findings to Council [or to the Parish Council] for information</li> <li>d. Recommend to the member's Group Leader (or in the case of un-grouped members, recommend to Council or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council</li> <li>e. Recommend to the Leader of the Council that the member be removed from the Cabinet, or removed from particular Portfolio responsibilities</li> <li>f. Recommend to Council that the member be replaced as Executive Leader</li> <li>g. Instruct the Monitoring Officer to [or recommend that the Parish Council] arrange training for the member</li> <li>h. Remove [or recommend to the Parish Council that the member be removed] from all outside appointments to which he/she has been appointed or nominated by the authority [or by the Parish Council]</li> <li>i. Withdraw [or recommend to the Parish Council that it withdraws] facilities provided to the member by the Council, such as a computer, website and/or email and Internet access</li> <li>j. Exclude [or recommend that the Parish Council exclude] the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.</li> </ul>	
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8	At the end of the Hearing, the Chair will state the decision of the Committee in summary, together with a short written decision. The Monitoring Officer will prepare a Decision Notice in consultation with the Chair of the Committee and send a copy to the councillor and the complainant. The Decision Notice will also be posted on the Council's website and reported to a future Standards Committee and Council meeting.	Need template Decision Notice and letter
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### Notes

1. The Monitoring Officer can call a Standards Sub Committee for consultation at any stage if she deems it necessary.
2. The Monitoring Officer will update the Standards Committee meetings (normally held every three months) on complaints received and actions taken as a result.

## **Appendix C**

### **Standards Hearings Sub Committee Hearings Procedure**

#### **(a) Formalities**

1. The Chairman of the Sub Committee will introduce the members of the Sub Committee, the officers supporting them, and the councillor whose actions led to the investigation.
2. The Chairman will explain the reason for the meeting and outline the procedure to be followed. The Chairman may choose to vary this procedure in any particular instance where s/he is of the opinion that such a variation is necessary in the interests of fairness.
3. The Chairman will also explain that the hearing will normally be held in public unless the Committee exercises its discretion to exclude the public from all or part of the hearing in accordance with the Local Government Act 1972.
4. The Chairman will then confirm that all those involved understand the procedure to be followed and ask if there are any preliminary procedural issues which anyone wishes to raise before the Hearing begins.
5. If any procedural issues are raised, the Sub Committee will hear representations on them, before determining them.
6. If the Councillor is not present at the start of the meeting, the Sub Committee will consider any reasons given by them for his/her non-attendance. If the Sub Committee is satisfied that there is good reason for their non-attendance, it may adjourn to another date, or proceed if it has been requested to do so by the Councillor.
7. If the Sub Committee is not satisfied that there is good reason for the Councillor's non-attendance, or if the Councillor failed to give any reason for his/her non-attendance, the Committee can decide:
  - whether to consider the matter and make a determination in the absence of the Councillor, or
  - agree to adjourn the Hearing to another date.

#### **(b) The Hearing**

8. The Committee will identify the areas of disagreement between the Investigator and the Councillor on the Investigation report's facts or conclusions.
9. The Investigator will be invited to make representations in support of his/her report and about the written pre-Hearing submission of the Councillor.

10. The Councillor will then be invited to make representations in support of the fact(s) concerned and whether the evidence gives rise to a breach or breaches of the Code of Conduct.
11. The Sub Committee has the discretion to question any of the parties at any point, as it sees fit.
12. The Sub Committee will consider what it has heard in private accompanied only by its clerk. The Sub Committee may ask the legal advisor to advise them when required.
13. The Chairman will then announce to all present at the Hearing the Sub Committee's decision as to whether or not the Councillor has failed to comply with the Code of Conduct, whilst setting out the facts upon which the conclusions have been reached.
14. If the Sub Committee decides that the Councillor has not failed to follow the Code of Conduct, the Committee will then consider whether it should make any recommendations to the Council.

**(c) Sanction**

15. If the Sub Committee decides that the Councillor has failed to comply with the Code of Conduct, it will consider any verbal or written representations from the Investigator, the Monitoring Officer and the Councillor as to:
  - a. whether or not the Sub Committee should impose a sanction and/or recommend to Council that a sanction be imposed; and
  - b. what form of sanction(s) is/are appropriate.
  - c. Any mitigation the Councillor wishes the Sub Committee to take into account
16. The Sub Committee will consider in private, accompanied only by its clerk [and legal advisor if required] whether or not to impose/recommend the imposition of a sanction on the Councillor and, if so, what form.
17. The Sub Committee will also consider whether or not it should make any recommendations with a view to promoting high standards of conduct among members of the relevant authority.

**(d) Issue of decision**

18. In announcing its decision in public at the conclusion of the hearing the Sub Committee will also provide a short written decision.
19. The Sub Committee will issue a full written decision including reasons within two weeks of the hearing.





Department for  
Communities and  
Local Government

**Bob Neill MP**

*Parliamentary Under Secretary of State*

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**To all Local Authority Leaders**

Dear Colleague,

I wrote to you on 28 June about the new standards arrangements for council members. I am now writing to let you know that we have today published a guide for councillors on openness and transparency on personal interests.

This is a practical guide which will help all to properly understand the new arrangements and shows clearly how these arrangements strike a common sense balance between accountability of elected representatives and personal privacy. I would hope that you and all members of your council will want to carefully look through the guide – I am sure that you will find it helpful as you go about your day-to-day business as elected members serving your local communities.

The guide gives straightforward information about how councillors should be open and transparent about their personal interests. It makes clear to monitoring officers that any heavy bureaucratic, 'gold plated' approach has no place in the new localist standards arrangements.

The guide equally makes clear that every councillor should be giving their monitoring officer all the information they need to get and keep their register of members' interests up to date. The legal requirements mean that sitting councillors, just like newly elected councillors, should be registering their disclosable pecuniary interests.

Moreover, a member's disclosable pecuniary interests, as the guide explains, include certain interests of their spouse or civil partner. But as the guide also explains, there is no requirement that in the register a member's interest should be differentiated from those of his or her spouse or civil partner or that the names of the spouse or civil partner should be disclosed.

Copies of the guide are available on my Department's web-site. We are confident that this will help all those who have chosen to serve their communities as councillors to ensure that there is openness and transparency about their affairs whilst their legitimate privacy is properly respected.

**BOB NEILL MP**



Department for  
Communities and  
Local Government

# Openness and transparency on personal interests

**A guide for councillors**

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# The Guide

This guide on personal interests gives basic practical information about how to be open and transparent about your personal interests. It is designed to help councillors, including parish councillors, now that new standards arrangements have been introduced by the Localism Act 2011<sup>1</sup>.

## Why are there new rules?

Parliament has abolished the Standards Board regime and all the rules under it. It has done this because that centrally-imposed, bureaucratic regime had become a vehicle for petty, malicious and politically-motivated complaints against councillors. Rather than creating a culture of trust and openness between councillors and those they represent, it was damaging, without justification, the public's confidence in local democratic governance.

The new standards arrangements that Parliament has put in place mean that it is largely for councils themselves to decide their own local rules. It is essential that there is confidence that councillors everywhere are putting the public interest first and are not benefiting their own financial affairs from being a councillor. Accordingly, within the new standards arrangements there are national rules about councillors' interests.<sup>2</sup>

Such rules, in one form or another, have existed for decades. The new rules are similar to the rules that were in place prior to the Standards Board regime. Those rules, originating in the Local Government Act 1972 and the Local Government and Housing Act 1989, involved local authority members registering their pecuniary interests in a publicly available register, and disclosing their interests and withdrawing from meetings in certain circumstances. Failure to comply with those rules was in certain circumstances a criminal offence, as is failure to comply in certain circumstances with the new rules.

## Does this affect me?

Yes, if you are an elected, co-opted, or appointed member of:

- a district, unitary, metropolitan, county or London borough council
- a parish or town council
- a fire and rescue authority
- a transport or other joint authority
- a combined authority or an economic prosperity board
- the London Fire and Emergency Planning Authority

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<sup>1</sup> The Guide should not be taken as providing any definitive interpretation of the statutory requirements; those wishing to address such issues should seek their own legal advice.

<sup>2</sup> The national rules are in Chapter 7 of the Localism Act 2011 and in the secondary legislation made under the Act, particularly in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (S.I. 2012/1464).

- the Broads Authority
- a National Park authority
- the Greater London Authority
- the Common Council of the City of London
- the Council of the Isles of Scilly

## How will there be openness and transparency about my personal interests?

The national rules require your council or authority to adopt a code of conduct for its members and to have a register of members' interests.

The national rules require your council's code of conduct to comply with the Seven Principles of Public Life, and to set out how, in conformity with the rules, you will have to disclose and register your pecuniary and your other interests. Within these rules it is for your council to decide what its code of conduct says. An illustrative text for such a code is available on the Department's web site.<sup>3</sup>

Your council's or authority's monitoring officer (or in the case of a parish council the monitoring officer of the district or borough council) must establish and maintain your council's register of members' interests. Within the requirements of the national rules it is for your council or authority to determine what is to be entered in its register of members' interests.

## What personal interests should be entered in my council's or authority's register of members' interests?

Disclosable pecuniary interests, and any other of your personal interests which your council or authority, in particular through its code of conduct, has determined should be registered.

Any other of your personal interests which you have asked the monitoring officer, who is responsible for your council's or authority's register of members' interests, to enter in the register.

## What must I do about registering my personal interests?

Under your council's code of conduct you must act in conformity with the Seven Principles of Public Life. One of these is the principle of honesty - that **'holders of public office have a duty to declare any private interests**

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<sup>3</sup> <http://www.communities.gov.uk/publications/localgovernment/localcodeconduct>

**relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest'<sup>4</sup>.**

Your registration of personal interests should be guided by this duty and you should give the monitoring officer who is responsible for your council's or authority's register of members' interests any information he or she requests in order to keep that register up to date and any other information which you consider should be entered in the register.

All sitting councillors need to register their declarable interests. Any suggestion that you should tell the monitoring officer about your pecuniary interests only in the immediate aftermath of your being elected is wholly incompatible with this duty, with which you must comply.

If you have a disclosable pecuniary interest which is not recorded in the register and which relates to any business that is or will be considered at a meeting where you are present, you must disclose<sup>5</sup> this to the meeting and tell the monitoring officer about it, if you have not already done so, so that it can be added to the register. You must tell the monitoring officer within 28 days of disclosing the interest. For this purpose a meeting includes any meeting of your council or authority, of its executive or any committee of the executive, and of any committee, sub-committee, joint committee or joint sub-committee of your authority.

If you have a disclosable pecuniary interest which is not shown in the register and relates to any business on which you are acting alone, you must, within 28 days of becoming aware of this, tell the monitoring officer about it, if you have not already done so, so that it can be added to the register. You must also stop dealing with the matter as soon as you become aware of having a disclosable pecuniary interest relating to the business.

When you are first elected, co-opted, or appointed a member to your council or authority, you must, within 28 days of becoming a member, tell the monitoring officer who is responsible for your council's or authority's register of members' interests about your disclosable pecuniary interests. If you are re-elected, re-co-opted, or reappointed a member, you need to tell the monitoring officer about only those disclosable pecuniary interests that are not already recorded in the register.

## What are pecuniary interests?

A person's pecuniary interests are their business interests (for example their employment, trade, profession, contracts, or any company with which they are

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<sup>4</sup> [http://www.public-standards.gov.uk/Library/Seven\\_principles.doc](http://www.public-standards.gov.uk/Library/Seven_principles.doc)

<sup>5</sup> If the interest is a sensitive interest you should disclose merely the fact that you have such a disclosable pecuniary interest, rather than the interest. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

associated) and wider financial interests they might have (for example trust funds, investments, and assets including land and property).

## Do I have any disclosable pecuniary interests?

You have a disclosable pecuniary interest if you, or your spouse or civil partner, have a pecuniary interest listed in the national rules (see annex). Interests of your spouse or civil partner, following the approach of the rules under the 1972 and 1989 Acts, are included to ensure that the public can have confidence that councillors are putting the public interest first and not benefiting the financial affairs of themselves or their spouse or civil partner from which the councillor would stand to gain. For this purpose your spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

## Does my spouse's or civil partner's name need to appear on the register of interests?

No. For the purposes of the register, an interest of your spouse or civil partner, which is listed in the national rules, is **your** disclosable pecuniary interest. Whilst the detailed format of the register of members' interests is for your council to decide, there is no requirement to differentiate your disclosable pecuniary interests between those which relate to you personally and those that relate to your spouse or civil partner.

## Does my signature need to be published online? Won't this put me at risk of identity theft?

There is no legal requirement for the personal signatures of councillors to be published online.

## Who can see the register of members' interests?

Except for parish councils, a council's or authority's register of members' interests must be available for inspection in the local area, and must be published on the council's or authority's website.

For parish councils, the monitoring officer who is responsible for the council's register of members' interests must arrange for the parish council's register of members' interests to be available for inspection in the district or borough, and must be published on the district or borough council's website.

Where the parish council has its own website, its register of members' interests must also be published on that website.

This is in line with the Government's policies of transparency and accountability, ensuring that the public have ready access to publicly available information.

## Is there any scope for withholding information on the published register?

Copies of the register of members' interests which are available for inspection or published must not include details of a member's sensitive interest, other than stating that the member has an interest the details of which are withheld. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

## When is information about my interests removed from my council's register of members' interests?

If you cease to have an interest, that interest can be removed from the register. If you cease to be a member of the authority, all of your interests can be removed from the register.

## What does having a disclosable pecuniary interest stop me doing?

If you are present at a meeting of your council or authority, of its executive or any committee of the executive, or of any committee, sub-committee, joint committee, or joint sub-committee of your authority, and you have a disclosable pecuniary interest relating to any business that is or will be considered at the meeting, you must not:

- participate in any discussion of the business at the meeting, or if you become aware of your disclosable pecuniary interest during the meeting, participate further in any discussion of the business, or
- participate in any vote or further vote taken on the matter at the meeting.

These prohibitions apply to any form of participation, including speaking as a member of the public.

In certain circumstances you can request a dispensation from these prohibitions.



## Where these prohibitions apply, do I also have to leave the room?

Where your council's or authority's standing orders require this, you must leave the room. Even where there are no such standing orders, you must leave the room if you consider your continued presence is incompatible with your council's code of conduct or the Seven Principles of Public Life.

## When and how can I apply for a dispensation?

The rules allow your council or authority in certain circumstances to grant a dispensation to permit a member to take part in the business of the authority even if the member has a disclosable pecuniary interest relating to that business. These circumstances are where the council or authority considers that:

- without the dispensation so great a proportion of the council or authority would be prohibited from participating in that business as to impede the council's or authority's transaction of that business,
- without the dispensation the representation of different political groups dealing with that business would be so upset as to alter the likely outcome of any vote,
- the granting of the dispensation is in the interests of people living in the council's or authority's area,
- without the dispensation each member of the council's executive would be prohibited from participating in the business, or
- it is otherwise appropriate to grant a dispensation.

If you would like your council or authority to grant you a dispensation, you must make a written request to the officer responsible for handling such requests in the case of your council or authority.

## What happens if I don't follow the rules on disclosable pecuniary interests?

It is a criminal offence if, without a reasonable excuse, you fail to tell the monitoring officer about your disclosable pecuniary interests, either for inclusion on the register if you are a newly elected, co-opted or appointed member, or to update the register if you are re-elected or re-appointed, or when you become aware of a disclosable pecuniary interest which is not recorded in the register but which relates to any matter;

- that will be or is being considered at a meeting where you are present, or
- on which you are acting alone.

It is also a criminal offence to knowingly or recklessly provide false or misleading information, or to participate in the business of your authority where that business involves a disclosable pecuniary interest. It is also a

criminal offence to continue working on a matter which can be discharged by a single member and in which you have a disclosable pecuniary interest.

If you are found guilty of such a criminal offence, you can be fined up to £5,000 and disqualified from holding office as a councillor for up to five years.

## Where can I look at the national rules on pecuniary interests?

The national rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011, which is available on the internet here:

<http://www.legislation.gov.uk/ukpga/2011/20/part/1/chapter/7/enacted>

and in the secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 which can be found here:

<http://www.legislation.gov.uk/uksi/2012/1464/contents/made>

# Annex

## Description of disclosable pecuniary interests

If you have any of the following pecuniary interests, they are your **disclosable pecuniary interests** under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

- Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.
- Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. The relevant period is the 12 months ending on the day when you tell the monitoring officer about your disclosable pecuniary interests following your election or re-election, or when you became aware you had a disclosable pecuniary interest relating to a matter on which you were acting alone.
- Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -
  - under which goods or services are to be provided or works are to be executed; and
  - which has not been fully discharged.
- Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.
- Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.
- Any tenancy where (to your knowledge) -
  - the landlord is your council or authority; and
  - the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

- Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -
  - (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
  - (b) either -
    - the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
    - if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

## **Standards Committee**

**16 October 2012**

### **Item 8**

#### **Member Development – up-date and overview**

- Incoming development opportunities from a range of sources are assessed for value for money and appropriateness. Before offers to take up the opportunity are made to either all or targeted Councillors, these are discussed with the Portfolio Holder – Finance
- Councillors who attend conferences on behalf of the Council are asked to complete a conference feedback report (example attached as Appendix A) which is circulated to all Councillors and relevant Officers to share learning.
- Licences were bought to enable Councillors to access on-line learning (e-academy). This was a year trial but despite encouragement, reminders and useful courses being highlighted, take-up has been very minimal. The licences will expire at the end of September and will not be renewed for Councillors.
- Members are encouraged to take responsibility for their own development and a number have asked for opportunities to work with teams. For example, arrangements have been made in respect of Streetscene, Housing and Licensing. Similarly Councillors have met with service providers and Heads of Service to find out more about a particular service.
- Through the Personal Development Reviews, Councillors are encouraged to read the Knowledge and to attend meetings as observers. This has been effective with an increased in attendance at meetings (particularly Cabinet, Overview and Scrutiny and Housing Review Board) year on year.
- The weekly Knowledge includes forthcoming meetings, Portfolio Holder decisions, links to useful website and press stories which encourage Councillors to understand the wider local government context and to learn from other authorities.
- Next step – annual development reviews. Councillors have been invited to assess their development needs and have been given the opportunity to meet with one of the Democratic Services team to discuss. (example form attached as Appendix B)
- Examples of development opportunities (excluding refresher programme events which were reported to the last meeting of the Standards Committee) are set out in Appendix C. This includes opportunities extended to all Councillors as well as those which were assessed and offered to specific Councillors due to their needs/responsibilities.

# Conference Report / Feedback



Councillors are requested to complete this form following attendance at a conference.

To share learning, your feedback will be circulated to all Council members and key officers and the document will be filed in the Members' Area.

Specific service related issues or developments raised at the conference may be reported to other Committees, as appropriate.

<p><b>Conference (including venue and date)</b></p>	<p>SPARSE Rural SIG and Rural Services Network (RSN), Government House, Smith Square, London, SW1P 3HZ. Monday, 19<sup>th</sup> March, 2012.</p>
<p><b>Attendees (who was the target audience?)</b></p>	<p>Approximately 30 delegates from member authorities. There are 99 subscribing members of a possible 113.</p>
<p><b>Other EDDC Councillors / Officers attending</b></p>	<p>None.</p>
<p><b>Summary of key issues discussed</b></p>	<p>Neighbourhood Planning Survey, Rural Bus Services – Concessionary Fares and current issues and the Rural Fair Share Campaign.</p>
<p><b>What has been learned / benefits</b></p>	<p>The Neighbourhood Planning Survey was conducted amongst rural communities who are in membership of the Rural Services Network. There were 371 survey responses, most of which came from local (parish and town) councils. The usefulness of neighbourhood planning responses showed that 36% thought it very useful, 35% thought fairly useful, 21% thought not useful and 8% did not know. Responses from larger communities, with 3,000 or more residents, were most likely to see neighbourhood planning as useful. Those from the smallest communities, with fewer than 1,000 residents, were least likely to see neighbourhood planning as useful. There was an interesting discussion but I think the jury is still out!</p> <p>There is considerable concern for the future of concessionary fares on rural bus services. John Birtwistle, from First Bus Group, gave a presentation on the position in relation to bus services. He pointed to the problems caused by the concessionary burden, which would mean that a fair number of rural routes would be impacted upon. Local authority cutbacks and the government decision to lower the relief on fuel duty for buses would all have an impact. Fare increases, frequency reductions and service cuts are likely and nobody wants that.</p> <p>The Rural Fair Share Campaign is looking for ways in which grant</p>

	funding for Urban and Rural authorities could perhaps be ameliorated. The message is not to seek total equalisation but a fairer distribution.
<b>Recommended follow up</b>	Further Area Forums and Seminars for 2012/2013. I have been invited to submit a paper on the future of Post Offices.

Names: Ken Potter, Member Champion Rural Communities (including Post Offices).

Date: 22 March, 2012.

## Annual support - Review

### Elected Member Personal Development

This is an annual check to make sure that you are getting the support you need in your various Councillor roles. There were minimal changes to areas of responsibility at the Annual Meeting this year but it is worth checking whether you have any new learning or development requirement and whether you need more help to progress your identified personal goals or if you have new ones. What further help would be useful?

If you wish you could complete the form and return it to Diana Vernon marking the envelope **CONFIDENTIAL**.

However, a catch-up session would be good – either over the phone or when you are next visiting Knowle. Stephanie Lewis ([slewis@eastdevon.gov.uk](mailto:slewis@eastdevon.gov.uk)) has access to the diaries of Chris Lane, Hannah Whitfield and Diana Vernon and if you get in touch with her she will be happy to set up an informal and confidential appointment.

<b>Name</b>	
<b>What learning have you undertaken since our last review – this isn't just about formally organised courses but includes networking opportunities, your contribution to meetings, on-line learning and following web links.</b>	
<b>How do you feel that you have benefited from learning opportunities since your personal development review– which were particularly helpful a) to you and your own development b) to the organisation in achieving its priorities</b>	
<b>Please advise of where learning and development needs were not met – please give details to avoid this happening again.</b>	
<b>Have you identified any barriers to your own development and/or to you being able to carry out your role as Councillor?</b>	



<p><b>Have you been able to progress your goals – what have you achieved? How could these goals be progressed further? What support do you need now?</b></p>	
<p><b>Have you taken on any new roles/areas of responsibility since your last interview?</b></p> <p><b>Are there areas in your new role/ responsibility in which you would benefit from additional knowledge/ development/ skills?</b></p>	
<p><b>Have you identified any new learning and development needs? Please advise.</b></p>	
<p><b>We need to make sure that learning and development opportunities achieve value for money.</b></p> <p><b>What changes have you made as a result of participating in these activities?</b></p> <p><b>How do you feel that the Council has benefited from the development/training programme?</b></p>	

**Further comments/suggestions:**

Appendix C – Development opportunities and take-up – April 2012 onwards

<b>Development opportunities (excluding Refresher Programme Feb-May 2012 reported to last Standards Committee meeting)</b>	<b>Date</b>	<b>No</b>
Planning Training – Localism Act and its impact on planning	03/04/2012	13

Community Safety Partnership Annual Conference*	03/04/2012	1
Speed Reading	03/05/2012	15
Environment Seminar (Rural Services Network)*	08/05/2012	1
Localism in Practice*	14/05/2012	4
Queen's Diamond Jubilee Celebration of local achievements and Localism Act	17/05/2012	18
Audit and Governance Awareness Session*	07/06/2012	7
Development Management Committee Training - Appeals Process*	12/06/2012	12
Code of Conduct Training	27/06/2012	43
Chairing meetings*	02/07/2012	1
Developments in Local Authority Housing Finance in England*	03/07/2012	1
Writing persuasive reports (Teignbridge opportunity)	03/07/2012	2
Plain English (Teignbridge opportunity)	03/07/2012	1
Leading myself through tough times* (initially January 2012 but group continues to meet)		3
Police & Crime Commissioner Group meeting*	04/07/2012	1
Site visit to Exeter University Streatham Farm campus (re proposed Knowle office move)*	17/08/12	5
Licensing Training on Temporary Event Notices etc*	28/08/12	7
Annual Rural Commission Conference*	11/09/12	1
Neuro Linguistic Programming (Teignbridge)*	26/09/12	1
Stop Loan Sharks Briefing	24/09/12	9
CIPFA Effective audit committee course*	04/10/12	1
Exe Estuary Strategy workshop*	09/10/12	4
South West Audit Partnership – members workshop*	10/10/12	7
Domestic Violence Training	10/10/12	2
Engagement/equalities workshop sessions (planned)	30/10/2012 07/11/2012	7 TBC

\*These opportunities were given to specifically targeted Councillors who it was thought would most benefit from attending.

## Standards Committee, 16 October 2012

### Item 9 - Code of Conduct complaints update

Previous Code of Conduct complaints not resolved before the new Standards arrangements were introduced on 1 July 2012:

Case #	TC/PC or EDDC member	Outcome
LSB 53	EDDC Councillor	Finding of breach on one count following investigation. Resolution between complainant and subject member agreed.
LSB 58	Town Councillor	Monitoring Officer accepted finding of no breach following investigation. Case closed.
LSB 125	Parish Councillor	The case had been referred for investigation, however the Standard's Sub Committee reconvened on 11 July 2012 and decided that it was not in the public interest to pursue the complaint and there should be no further action. Case closed.

Complaint cases received since 1 July 2012 to date:

Case #	TC/PC or EDDC member	Relevant paragraphs in Code of Conduct and outcome following consultation with Independent Person
MO-C001	Town Councillor	Paras 4a - treat others with respect and courtesy and 5c - you must not bully any person. Mediation.
MO-C002	Town Councillor	Paras 4a - treat others with respect and courtesy and 5c - you must not bully any person. Mediation.
MO-C003	EDDC Councillor	Para 4a - treat others with respect and courtesy. <b>Investigate.</b>
MO-C006	EDDC Councillor	Para 4a - treat others with respect and courtesy. Mediation and resolution agreed.

There had been 8 issues raised by complainants which have been discussed by the Monitoring Officer and Independent Person, however these were not found to be Code of Conduct complaints.

## **Agenda Item 10**

**Audit and Corporate Governance Committee**

**16 October 2012**



### **Standards Committee**

#### **Forward Plan 2012/13**

22 January 2013	Member training and development update Complaints update Forward Plan
9 April 2012	Member training and development update Complaints update Forward Plan

These are the main items, but there may be other matters arising through the year that members want to include too.