Agenda for Standards Committee Tuesday, 19 July 2016; 10.00am

Members of the Committee

Venue: Council Chamber, Knowle, Sidmouth, EX10 8HL View directions

Contact: <u>Chris Lane</u>, 01395 517544 (or group number 01395 517546): Issued 8 July 2016



East Devon District Council Knowle Sidmouth Devon EX10 8HL

DX 48705 Sidmouth

Tel: 01395 516551 Fax: 01395 517507

www.eastdevon.gov.uk

- 1 Public speaking
- 2 Minutes for 19 April 2016 (page 3 5)
- 3 Apologies
- 4 Declarations of interest
- 5 <u>Matters of urgency</u> none identified
- 6 To agree any items to be dealt with after the public (including press) have been excluded. There are no items that officers recommend should be dealt with in this way.

Part A Matters for Decision

- 7 Welcome to new Members of the Committee
- 8 Annual Report (pages 6 17) Strategic Lead - Legal, Licensing & Democratic Services & Monitoring Officer
- 9 Complaints update (May 2015 date) (pages 18)
 Strategic Lead Legal, Licensing & Democratic Services & Monitoring Officer
- 10 Forward Plan (page 19))

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Decision making and equalities

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 meeting of the Standards Committee held at Knowle, Sidmouth on Tuesday, 19 April 2016

Attendance list at the end of the document

The meeting started at 10.00am and ended at 10.45am

*18 Public speaking

There were no questions asked.

*19 Minutes

The minutes of the meeting of the Standards Committee held on 26 January 2016, were confirmed and signed as a true record.

*20 Declarations of interest

There were none.

*21 Thanks to Three Co-opted Non-Voting Members

The Chairman wished to express his thanks to the three co-opted non-voting members, Councillor Courtney Richards, Ray Davison and Councillor David Mason who were standing down from the Standards Committee after many years of valuable service.

*22 Recording Councillor attendance at Committee meetings

Members noted that at its 20 January 2015 meeting a serving councillor had asked the Committee to support the idea of publishing an annual report on Councillor attendance at Committee meetings. The report explored the practicality of the suggestion and what it may achieve, including the possibility of finding a suitable system for recording attendance, and the length of attendance.

Members questioned whether further recording of Councillor attendance at Committee meetings, other than the attendance register was required and its purpose.

RESOLVED:

that no further action be taken on this matter and the status quo be retained; if acopy of the Councillor attendance register was requested then a photocopy be provided and to be charged for if appropriate.

*23 Complaint update

The Committee considered and noted the report of the Monitoring Officer, which provided an update for the Committee on new Code related cases received since 1 May 2015.

A request was made that those making the complaint be named in the report. However, the Strategic Lead Legal, Licensing and Democratic Services (and Monitoring Officer) advised that this was not always possible when the complainant had requested to remain anonymous. In response to another question, he advised that the number of complaints received in previous years would be reported in the Annual Complaints' report when reported to the Committee.

RESOLVED:

that the report be noted.

*24 Lobbying and Code of Good Practice for Officers and Councillors dealing with Planning Matters

The Strategic Lead Legal, Licensing and Democratic Services (and Monitoring Officer) presented a report considering the issue of lobbying in respect of consideration of planning applications. This was an issue covered in the Code of Good Conduct Practice for Officers and Councillors dealing with planning matters. Members were asked to consider and to make any recommendations on whether any changes were required. Any recommended changes would be referred to Council to determine; if agreed by Council the Constitution would be updated accordingly.

In response to a question, the Strategic Lead Legal, Licensing and Democratic Services (and Monitoring Officer) advised that he would email all members clarifying when there was the need to declare interests as members of organisations, such as the National Trust and CPRE, particularly in respect of Development Management Committee meetings.

RESOLVED:

- 1. that the content of the report be endorsed;
- 2. that the Development Management Committee be reminded of the requirements on lobbying as set out in the Code of Good Practice for Officers and Councillors dealing with Planning Matters;
- 3. that the Strategic Lead Legal, Licensing and Democratic Services email all members to explain and clarify when, as members of other organisations, they are required to declare their interests.

*25 Forward Plan

The Committee noted the contents of the forward plan and future meeting dates.

The following items would be included for consideration at the July meeting:

- > Annual report
- Complaints update
- Forward Plan.

Attendance list

Present:

Councillors: Stuart Hughes (Chairman) Graham Godbeer Douglas Hull Dawn Manley

Co-opted non-voting members: Cllr Courtney Richards, Co-opted Parish/Town Council member Ray Davison, Co-opted Independent member Cllr David Mason, Co-opted Parish/Town Council member

Also present:

Tim Swarbrick, Co-opted Independent member

Councillors: Susie Bond – substitute Committee member Roger Giles Alan Dent – substitute Committee member

Officers:

Henry Gordon Lennox, Monitoring Officer and Strategic Lead - Legal, Licensing & Democratic Services Anita Williams, Deputy Monitoring Officer and Principal Solicitor Debbie Meakin, Democratic Services Officer (minute *20 only) Chris Lane, Democratic Services Officer Wendy Harris, PA to Strategic Lead Legal & Monitoring Officer

Apologies:

John Walpole, Independent Person Pauline Stott Alison Willan, Independent Person

Chairman Date

Report to:	Standards Committee	
Date of Meeting:		
Public Document:	19 th July 2016 Yes Devon	
Exemption:	None	
Exemption.	District Council	
Review date for release	None	
Agenda item:	8	
Subject:	Annual report 2015/16	
Purpose of report:	This report reviews the 2015/16 year in the life of the Standards Committee and outlines the work done.	
Recommendation:	Members note the review of the 2015/16 year	
Reason for recommendation:	To monitor and plan activities in relation to the Standards Committee.	
Officer:	Henry Gordon Lennox, Monitoring Officer	
Financial implications:	No financial implications have been identified as a consequence of the report.	
Legal implications:	These have been incorporated within the report.	
Equalities impact:	Low Impact	
	If choosing High or Medium level outline the equality considerations here, which should include any particular adverse impact on people with protected characteristics and actions to mitigate these. Link to an equalities impact assessment form if necessary.	
Risk:	Low Risk	
	Click here to enter text on risk considerations relating to your report.	
Links to background information:	 Click here to enter links to background information; appendices online; and previous reports. These must link to an electronic document. Do not include any confidential or exempt information. 	
Link to Council Plan:	Living in this Outstanding Place	

Report in full

Main Body of the Report

1. The Council, through its Standards Committee, has a duty to promote and maintain high standards of conduct by members. In July 2012, in response to the Localism Act 2011, the Council introduced a new Code of Conduct for councillors and revised standards arrangements, which were again revised and updated in 2013/14. Overall the complaints process has became more flexible in terms of options open to the Monitoring Officer at the assessment stage including the ability to close down small and trivial complaints. Any code of conduct complaint is required to be run past the Independent Person, and the Monitoring Officer is required to take into account their views, before a final decision is reached.

- 2. During the 2015 / 16 year the Committee met three times (the July meeting having been postponed) at which it considered; the Annual report, complaint updates, updates on the Member Induction Programme (following the District elections in May 2015) and officer roles / membership of the Committee, recording Councillor attendance at meetings, consideration of lobbying and Code of Good Practice for Officers and Councillors dealing with Planning Matters and general reviews of the Council's Whistleblowing Policy, Code of Conduct for Employees, Protocol for Relationship between Officers and Members, public speaking arrangements at DMC and Code of Conduct Complaints Procedure.
- 3. The Whistleblowing Policy was updated to reflect legislative changes regarding when a person making a disclosure would benefit from the statutory protection. The Policy wording was generally strengthened in relation to seeking to make the commitment to protecting whistleblowers stronger. In addition there were a number of other changes to make the Policy more user friendly and bring it up to date. The Committee were satisfied with the changes and recommended to Audit and Governance that it should be adopted. Audit and Governance Committee adopted the revised policy at its meeting on 3rd March 2016.
- 4. In terms of the reviews of Code of Conduct for Employees and Protocol for Relationship between Officers and Members, Members were satisfied that these documents where fit for purpose and no changes were needed to be recommended.
- 5. In terms of lobbying and the Code of Good Practice for Officers and Councillors dealing with Planning Matters, Members agreed that the Code does provide sufficient safeguards in terms of ensuring protection against lobbying activity. It was agreed that training would be provided to DMC Members to ensure that they are aware of the requirements of the Code. This is yet to be done but is on the forward agenda for DMC.
- 6. Similarly in respect of DMC, Members agreed that the public speaking arrangements had been a success and that the trial should continue for a further year to assess the impact (or otherwise) of the adoption of the New Local Plan. If the success continues then it is likely that there will be a recommendation to make the arrangements permanent.
- 7. Members reviewed the Code of Conduct Complaints Procedure and while the Procedure itself was reviewed and left unchanged, the Hearings procedure was updated to make it even more robust but also clearer to those having to follow it.
- 8. In respect of recording attendance at meetings, Members, having debated the matter, considered it was not necessary to record attendance in any way other than the current system.
- 9. Members considered the report updating them on the Member Development Programme. Members thanked Democratic Services for their hard work in preparing and delivering the programme. Although the Member Development Programme has now been completed there is always ongoing / refresher training that will be provided or can be delivered as necessary to support councillors in their various roles within the council. Rather than relying on providing one-size fits all courses and training, every effort is made to provide tailor made (often in-house) training. Best learning is when councillors take responsibility for their own development – knowing where to find information and where to go for support. For example: shadowing, attending cabinet meetings, taking an active role in working parties and task and finish forum and using the links in the Knowledge to keep up to date with local and national issues. In

addition the Standards Committee has the facility to communicate key messages to Council and it does this through the Chairman, for example, to remind all members at Council of the obligations in relation to registering interests amongst other things, as well as highlighting particular rules, such as the need to let the Monitoring Officer know about their own, or their friends,' planning applications.

- 7. It was brought to Members' attention that the full term for two Members of the Committee would expire at the end of the 2015 / 16 year. Those Members were one of the Parish Councillor Representatives (Cllr Courtney Richards of Budleigh Salterton TC) and one of the Independent Members (Ray Davison). In addition the other Parish Councillor Representative (David Mason of Rockbeare PC) resigned from the Committee as he was leaving the area. The Committee thanked them all for their contributions during the course of their tenure and wished them well. Replacements for these positions were recruited and appointed at Annual Council in May 2016.
- 8. There has previously been a general dispensation granted by the Monitoring Officer for all members to participate in the setting of Council Tax (for 13/14, 14/15 and 15/16). In 15/16 there were no specific dispensations that were granted by the Committee or the Monitoring Officer. In light of Government Guidance (Department for Communities and Local Government September 2013) it has not been considered necessary to renew the blanket dispensation in respect of Council Tax setting.
- 9. Appendix 1 contains a summary of the complaints made to the Monitoring Officer in the year 2015 / 16. In short;
 - a. Total between May 2015 April 2016 = 48 (2012/13 = 31 and 2013/14 = 72, 2014/15 = 30)
 - b. Of the 48 in 2014-15, 20 were Code complaints, 5 were non-Code (about a councillor but not alleging a breach of the Code of Conduct) while 23 constitute 'other' (being generally complaints which were not progressed to full assessment as a Code complaint). Please note that general queries or requests for advice, or dealing with Stage 2 complaints are not covered by this number.
 - c. Of the 20 Code complaints received in 2015-16, the breakdown is: 9 x District Councillor 11 x Town / Parish Councillor
 - d. Following Monitoring Officer assessment of the 20 Code complaints, the outcome was: Informal resolution/mediation x 0 Investigation leading to a Hearing x 1 (the Hearing is pending at time of writing) Complaint closed (due to, for example, resignation of Subject Member or withdrawn) x 8 No action taken x 11
 - e. One of the Independent Persons was consulted on each case.
 - f. The annual cost for assessing Monitoring Officer type complaints remains at approximately £40,000, which has been calculated based on an estimate of officers' time spent assessing, investigating and administering complaints as part of their job role. Officers dealing with the Code of Conduct complaints process are: Monitoring Officer; Deputy Monitoring Officer, PA to Monitoring Officer, Democratic Services Officer, statutory Independent Person role (of which EDDC has used two on an alternate basis) and Investigating Officer when required.
 - g. Each Code of Conduct case has to have the views of the Independent Person sought. The costs associated with the Independent Person(s) for 2015/16 are £258. Should a breach be

found by the Monitoring Officer and it cannot be resolved, then the case is sent for investigation by an Independent Investigator. Only a very few cases make it this far in the process. In 2015 / 16 the cost of the Investigator was £3408.20 which represents the costs associated with MO-CO75 (CIIr Taylor of Honiton Town Council) and the initial investigation costs associated with MO-CO85. It is only the partial costs of MO-CO85 as the Hearing is taking place in the 2016/17 year and further costs (attendance at the hearing) are yet to be incurred.

Appendix 1 - Code of Conduct complaints review 2015/16

This paper provides an update for the Committee on Code related cases since the 1st May 2015 to 31st April 2016:

Case #	TC/PC or EDDC member	Relevant paragraphs in Code of Conduct and outcome following consultation with Independent Person	Detail of complaint
MO-C083	District Councillor	Complaint regarding tone and appropriateness of comments from Councillor in a letter published in the local press.	A letter had been published in the local press questioning the complainant's right to express his views on the new Party, East Devon Alliance.
		4a - you must treat others with courtesy and respect	
		5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute.	
		No findings of breach. Case closed.	
MO-C084	District Councillor	Complainant alleges that the Councillor used their position improperly in relation to a planning matter. 5a – you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any person, an advantage or disadvantage	Objected to a planning application to provide quality care home accommodation for dementia sufferers. Used their official position to pursue their own interests and those of their immediate neighbours and did not consider the wider public
		5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute.	interest.
		No findings of breach. Case closed.	
MO-C085	Parish Councillor	Complaint raised regarding a tweet on Twitter.	The posting of a tweet that contained a link to a
		Relevant paragraphs of the code;	site with pornographic content.
		4a - you must treat others with courtesy and respect	
		5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person	

		the impression that you have brought your office into disrepute. Complaint referred to a Hearing.	
MO-C086	Parish Councillor	 Complaint regarding the way the Chairman had dealt with various issues relating to an Extraordinary Council meeting. Relevant paragraphs of the code; 4a - you must treat others with courtesy and respect 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute. Case closed – Resignation received. 	The parish council was brought into disrepute by the way the Chairman had dealt with an Extraordinary Council meeting relating to the A35 improvements and the lack of respect and courtesy the Chairman had shown towards the complainant.
MO-C087	Parish Councillor	Complaint regarding the lack of respect shown to fellow councillors. Relevant paragraphs of the code; 4a - you must treat others with courtesy and respect 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute. Case closed – Resignation received.	Acted in a bullying and disrespectful manner towards the Clerk and showed lack of respect to the Chairman and fellow Parish Councillors during a parish council meeting.
MO-C088	Parish Councillor	Complaint regarding the lack of respect shown to fellow councillors. Relevant paragraphs of the code; 4a - you must treat others with courtesy and respect 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute. Case closed – Resignation received.	Acted in a bullying and disrespectful manner towards the Clerk and showed lack of respect to The Chairman and fellow Parish Councillors and made inappropriate comments about a councillor during a parish council meeting.

MO-C089	District Councillor	Complaint raised regarding a Facebook post. Relevant paragraphs of the code; 4a - you must treat others with courtesy and respect 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute. No findings of breach. Case closed.	The post was a joke and depicted Hitler and the Nazi party making a joke about the recent VW vehicle scandal. Complaint made on 6 th November raised the issue of inappropriate timing given proximity to Remembrance Sunday.
MO-C089a	Parish Councillor	Complaint regarding lack of respect shown to fellow councillors. Relevant paragraphs of the code; 4a - you must treat others with courtesy and respect 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute. Case closed – Resignation received.	Acted in a bullying and disrespectful manner and showed lack of respect to The Chairman and fellow Parish Councillors and made inappropriate comments about a councillor during a parish council meeting.
MO-C090	District Councillor	 Complaint regarding the failure to make a declaration of interest. Relevant paragraphs of the code; 5a – you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any person, an advantage or disadvantage 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute and paragraphs that relate to the declaration of interests and participation at meetings. No findings of breach. Case closed. 	
MO-C091	District Councillor	Complaint regarding the failure to make a declaration of interest and representing the views of customers/staff at the same meeting.	Did not declare an interest at a Consultative Committee meeting.

		Relevant paragraphs of the code;	
		5a – you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any person, an advantage or disadvantage	
		 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute and paragraphs that relate to the declaration of interests and participation at meetings. No findings of breach. Case closed. 	
MO-C092	Parish Councillor	Complaint regarding the lack of respect shown to an individual at a parish council meeting.	Chairman did not treat a member of the public with respect or courtesy who attended a parish council
		Relevant paragraphs of the code;	meeting to discuss the A35 Feasibility Study.
		4a - you must treat others with courtesy and respect	
		5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute.	
		Case closed – Resignation received.	
MO-C093	District Councillor	 Complaint regarding showing a pre-determined interest at a DMC meeting. Relevant paragraphs of the code; 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute and paragraphs that relate to the declaration of interests and participation at meetings. No findings of breach. Case closed. 	on an application, advised they would join in the debate but would not vote but throughout the meeting purportedly vigorously spoke against the proposal.
MO-C094	Town Councillor	Complaint regarding not declaring a pecuniary or personal interest. Relevant paragraphs of the code; 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person	

		 the impression that you have brought your office into disrepute and paragraphs that relate to the declaration of interests and participation at meetings. No findings of breach. Case closed. 	
MO-C095	District Councillor	Complaint regarding not declaring a DPI. (<i>Reported incorrectly as a personal interest at the last Standards Committee</i>) No findings of breach. Case closed.	The subject member is the president of Cloakham Lawns Sports Centre and took part in discussions about the closure of a footpath at Cloakham Lawns.
		 Additional information received regarding not declaring a personal interest. Relevant paragraphs of the code; 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute and paragraphs that relate to the declaration of interests and participation at meetings. No findings of breach. Case closed. 	
MO-C096	District Councillor	 Complaint regarding not declaring a DPI. (Reported incorrectly as a personal interest at the last Standards Committee) No findings of breach. Case closed. Additional information received regarding not declaring a personal interest. Relevant paragraphs of the code; 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute and paragraphs that relate to the declaration of interests and participation at meetings. No findings of breach. Case closed. 	
MO-C097	District	Complaint raised regarding a tweet on Twitter.	Retweeted a tweet originating from EDDO

	Councillor	Relevant paragraphs of the code;	@eastdevon containing the hashtag #play containing a collection of images including ones that are pornographic, offensive and which contain
		4a - you must treat others with courtesy and respect	
		5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute.	further links to violent and offensive material.
		No findings of breach. Case closed.	
MO-C098	Town Councillor	 Complaint regarding not declaring a personal interest. Relevant paragraphs of the code; 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute and paragraphs that relate to the declaration of interests and participation at meetings. No findings of breach. Case closed. 	
MO-C099	Town Councillor	Complaint regarding the lack of respect shown to an individual at a parish council meeting.	Acted in a bullying and disrespectful manner, made inappropriate comments and showed lack o
		 Relevant paragraphs of the code; 4a - you must treat others with courtesy and respect 4c - bully any person (bullying may be characterised as any single act or pattern of offence, intimidating, malicious, insulting or humiliating behaviour; an abuse or misuse of power or authority which attempts to undermine or coerce or has the effect of undermining or coercing an individual or group of individuals by gradually eroding their confidence or capability which may cause them to suffer stress or fear). 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute. 	respect to the subject member. In addition the subject member made public details of correspondence which was exchanged between the complainant prior to a Town Council Election.

		5f – disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where –
		 You have the consent of a person authorised to give it;
		(ii) You are required by law to do so;
		 (iii) The disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
		(iv) The disclosure is –
		(a) In the public interest; and
		(b) Made in good faith and
		(c) In compliance with the reasonable requirements of the council.
		Case closed – complaint withdrawn.
MO-C100	Town Councillor	Complaint regarding not declaring a pecuniary or personal interest. Failed to disclose personal and pecuniary interests at a Town Council meeting.
		As far as not declaring a personal interest the relevant paragraphs of the code; 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute and paragraphs that relate to the declaration of interests and participation at meetings. Case closed – Resignation received.
MO-C101	Town	Complaint regarding the lack of respect shown to an Acted in a bullying and disrespectful manner,
	Councillor	individual at a parish council meeting. made inappropriate comments and showed lack of
		Relevant paragraphs of the code; respect to the subject member. In addition the
		4a - you must treat others with courtesy and respect subject member made public details of correspondence which was exchanged between
		4c – bully any person (bullying may be characterised as

maliciou misuse undermi coercing eroding	gle act or pattern of offence, intimidating, is, insulting or humiliating behaviour; an abuse or of power or authority which attempts to ine or coerce or has the effect of undermining or g an individual or group of individuals by gradually their confidence or capability which may cause suffer stress or fear).	the complainant prior to a Town Council Election.
behave	u must not conduct yourself in a manner or in such a way so as to give a reasonable person ression that you have brought your office into re.	
anyone, believe,	close information given to you in confidence by or information acquired by you which you or ought reasonably to be aware, is of a ntial nature, except where –	
(V)	You have the consent of a person authorised to give it;	
(vi)	You are required by law to do so;	
(vii)	The disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or	
(viii)	The disclosure is –	
	(d) In the public interest; and	
	(e) Made in good faith and	
	 (f) In compliance with the reasonable requirements of the council. 	
Case cl	osed – complaint withdrawn.	

Standards Committee, 19th July 2016

Item 9 - Code of Conduct complaints update

This paper provides an update for the Committee on Code related cases since the 1st May 2016 to date:

	TC/PC or EDDC member	Relevant paragraphs in Code of Conduct and outcome following consultation with Independent Person	Detail of complaint
MO-C102	Parish Councillor	Complaint raised regarding the lack of respect shown at a meeting Relevant paragraphs of the code; 4a - you must treat others with courtesy and respect 5h – you must not conduct yourself in a manner or behave in such a way so as to give a reasonable person the impression that you have brought your office into disrepute.	Acted in a rude, aggressive and disrespectful manner towards an EDDC officer and others during a meeting held at a parish council.

Agenda Item 10

Standards Committee

19 July 2016



Standards Committee

Forward Plan 2016/17

18 October 2016 Review of Members Code of Conduct