

# Agenda for Standards Committee

## Tuesday, 29 September 2015; 10.00am



### [Members of the Committee](#)

**Venue:** Council Chamber, Knowle, Sidmouth, EX10 8HL

[View directions](#)

**Contact:** [Hannah Whitfield](#), 01395 517542 (or group number 01395 517546): Issued 21 September 2015

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- 1 [Public speaking](#)
- 2 Minutes for 22 January 2015 (page 3 - 7)
- 3 Apologies
- 4 [Declarations of interest](#)
- 5 [Matters of urgency](#) – 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 **Annual report 2014/15** (pages 8 - 16)  
Strategic Lead - Legal, Licensing & Democratic Services

- 8 **Complaint update (January 2015 – date)** (pages 17)  
Strategic Lead - Legal, Licensing & Democratic **Services**

The Committee is asked to note the update on new Code related cases received since the last meeting.

- 9 **Update on Member Induction Programme** (pages 18 - 42)  
Strategic Lead – Legal Licensing & Democratic Services
- 10 **Update on Officer roles and membership of the Committee after May 2016**  
Strategic Lead – Legal, Licensing & Democratic Services (pages 43- 44)
- 11 **Forward Plan** (page 45)

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# EAST DEVON DISTRICT COUNCIL

Minutes of a meeting of the Standards Committee held at Knowle, Sidmouth on Tuesday, 20 January 2015

## **Attendance list at the end of the document**

The meeting started at 10.00am and ended at 10.55am

- \*11 Public speaking  
There were no questions asked.
- \*12 Minutes  
The minutes of the meeting of the Standards Committee held on 28 October 2014 were confirmed and signed as a true record.
- \*13 Declarations of interest  
There were none.
- \*14 Probity in planning and lobbying by and of councillors  
At their last meeting, the Committee had considered a report on probity in planning and the lobbying by and of councillors. Following a lengthy discussion, the Committee resolved to defer the issues to the following meeting to allow the Deputy Monitoring Officer to draft a further discussion document on introducing declarations at Development Management Committee (DMC) meetings where there had been significant lobbying of committee members by developers or supporters or those opposing an application.

The Committee considered the Deputy Monitoring Officer's further report on the matter. Key points included:

- Lobbying was a legitimate part of public life. Only when accompanied by aggravating factors, such as intimidation, should it be a concern to members and the public. Cases of intimidation were likely to be referred to the police.
- Reference was made to a recent Ombudsman report highlighting the importance of members having the correct information before making a decision. The preparation of an officer report to DMC for each application considered was key to ensuring fairness and transparency in planning decision making.
- The Council's advice, endorsed by the Standards Committee, to town and parish councils was that where they have been involved in pre-application discussions with developers, to ensure transparency, this should be made known to EDDC's planning department when submitting their consultation response.
- The Council's Planning Code of Good Practice provides for members to report any significant contact with the applicant or other parties to the Development Manager. It was suggested that to build on this the Committee might wish to consider that where there has been significant lobbying, and it involves a member of DMC, that this be recorded for transparency purposes in the committee report. A further suggestion was that if a member had been subject to significant lobbying and it had not been noted in the committee report then a simple declaration could be made to that effect at the meeting. This could be followed by a statement that the member retained an open

mind and would only reach a decision in relation to the application after consideration of all the relevant facts.

- Following changes introduced by the Localism Act 2011 members were entitled to engage with people about a matter and express views without it preventing them from subsequently taking part in the decision making process. To avoid public perceptions about bias and unfairness in the decision making by DMC members, the Council's Planning Code advised against members expressing strong views in advance of a meeting or giving an indication of how they might vote.

Points made and questions raised during discussion on the report included:

- The use of the word 'developer' should be replaced with 'applicant' as this was considered more appropriate – most people tended to associate the word developer with large scale developments.
- Declarations of significant lobbying should apply to Ward Members who comment on or address the DMC as well as the Committee members.
- The suggestions set out in the report had taken on board the Committee's previous discussions on the subject and would help to strengthen accountability and improve transparency in the planning process.
- Lobbying of and by councillors that sit on other committees should not be overlooked.
- Members would know themselves what constituted 'significant' lobbying. Although significant lobbying would not be defined, a non exhaustive list of examples could be included in the Planning Code, such as excessive and persistent emails from the applicant, a supporter or an objector. It was in the interests of individual councillors to declare where they had been significantly lobbied to avoid accusations of undue influence.

#### **RESOLVED:**

1. that the Deputy Monitoring Officer draft changes to the Council's Planning Code of Good Practice to include.
  - Where there has been significant lobbying by an applicant, supporter or objector regarding an application coming before the Development Management Committee, and it involves a member of that Committee or a Ward Member, that this is reported to the Development Manager and recorded for transparency purposes in the committee report.
  - Where there has been significant lobbying by an applicant, supporter or objector regarding an application and it had not been noted in the committee report, for example it happened after the report was published, then the member should make a declaration to that effect at the meeting. This to be followed by a statement that the member retains an open mind and would only reach a decision in relation to the application after consideration of all the relevant facts.
  - A non exhaustive list of examples of 'significant' lobbying.

The amended Planning Code to be presented to the next Standards Committee meeting for approval before being recommended to Council.

2. that the Service Lead – Planning be invited to the next meeting to explain how the changes to the Planning Code would work in practice.

\*15 Complaint update

The Committee considered and noted the report of the interim Monitoring Officer, which detailed the level of code of conduct complaints received since the last meeting.

The Interim Monitoring advised that an increasing number of the complaints received in respect of parish councils were about procedural issues rather than a potential breach of the Code of Conduct. This was an issue that may need to be addressed in order to manage the expectations of the complainant – although the Monitoring Officer could offer advice to the parish council, it was not their role to get involved in the sovereignty of councils.

He also updated the Committee that having carried out further assessment he did not consider complaint MO-C073, which related to a planning application, to be a Code of Conduct matter. The Councillor had been supporting and representing their community.

Members of the Committee raised that they felt there was a lack of detail on the outcomes of the complaints contained within the report. They did not feel this gave a true reflection of the work involved and could lead members of the public to think that complaints received were quickly dismissed. Members wished to see more information in the report on the reasons for the Interim Monitoring Officer reaching the decision he had on each complaint and details of any other actions taken, such as procedural advice being given to the council. The Committee confirmed that they wished for the complaints to remain anonymous so the report could still be considered in public.

**RESOLVED:**

that more detail is included in respect of the complaint outcomes in future complaint update reports to the Committee.

\*16 Whistleblowing Policy

The Deputy Monitoring Officer and Corporate Legal and Democratic Services Manager advised the Committee that the Council's current Whistleblowing policy required updating in light of legal changes, including that any disclosure must now be in the public interest. The existing policy, which had been included on the agenda for information, would be updated in light of the changes and included on the agenda for the next meeting.

**RESOLVED:**

that the Deputy Monitoring Officer and Corporate Legal and Democratic Services Manager make the necessary changes to the Whistleblowing policy and present the updated Policy to the next Committee meeting.

17 Councillor attendance at committee meetings

The Chairman invited Committee member Cllr Tony Howard, who had asked for this item to be placed on the agenda, to address the Committee.

Councillor Tony Howard introduced the idea of publishing an annual report on Councillor attendance at Committee meetings of which they were a member. He spoke about the importance of this information being in the public domain in the interests of transparency and democracy. He also mentioned concern that Councillors did not always stay until the end of meetings and this led to the risk of

meetings being inordinate. Therefore, in addition to attendance at meetings it was also suggested that the length of time a councillor was at each meeting could also be recorded and published.

During discussion a member of the Committee advised that in some other authorities a Councillor's attendance at committees of which they were a member was shown on their profile along with an attendance percentage.

A non Committee member raised concern about what was trying to be achieved by publishing the information and commented that the effectiveness of a councillor was not necessarily based on how many meetings they attended.

**RECOMMENDATION:**

that the Democratic Service Team find a suitable system for recording Councillor attendance at committee meetings, of which they are a member, and length of attendance with a view to, subject to Council approval, introducing the system from Annual Council 2015 and reporting the data on an annual basis.

**\*18 Forward Plan**

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

The following items would be included for consideration at April's meeting:

- Planning Code of Good Practice – updated in line with the Committee's recommendation
- Updated Whistleblowing policy

**Attendance list**

**Present:**

Councillors:

Graham Godbeer (Chairman)

Susie Bond

Tony Howard

Frances Newth

Co-opted non-voting members:

Cllr Courtney Richards, Co-opted Parish/Town Council member

Ray Davison, Co-opted Independent member

David Mason, Co-opted Parish/Town Council member

Tim Swarbrick, Co-opted Independent member

**Also present:**

Alison Willan, Independent Person

Councillors:

Ray Bloxham

Roger Giles

**Officers:**

Ian Clarke, Interim Monitoring Officer

Rachel Pocock, Deputy Monitoring Officer and Corporate Legal and Democratic Services Manager

Hannah Whitfield, Democratic Services Officer

**Apologies:**

Cllr Geoff Chamberlain – Committee member

Cllr Alan Dent – substitute Committee member

John Walpole, Independent Person

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

**Report to:** **Standards Committee**

**Date of Meeting:** 29<sup>th</sup> September 2015

**Public Document:** Yes

**Exemption:** None

**Review date for release** None



**Agenda item:** 7

**Subject:** **Annual report 2014/15**

**Purpose of report:** This report reviews the 2014/15 year in the life of the Standards Committee.

**Recommendation:** **Members note the review of the 2014/15 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*

**Risk:** *Low Risk*

**Links to background information:** • <http://eastdevon.gov.uk/media/1208363/150715-combined-agenda.pdf>

**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 become 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 2014 / 15 year the Committee considered; the guidance / advice on developers meeting with Parish / Town Councils, Probity in planning and lobbying by and of councillors, Approach to induction/welcome programme following 2015 elections, Open and accountable local government (being the access to and recording of meetings), Review of public speaking



arrangements introduced in February 2014, complaint updates, Whistleblowing policy and Councillor attendance at Council meetings.

3. With respect to the Probity in planning and lobbying by and of councillors – amendments to the Council's 'Code of Good Practice for Councillors and Officers Dealing with Planning Matters' were approved by Annual Council in May 2015. The Whistleblowing policy item required a report to come back from the Monitoring Officer for the Committee to consider – this has gone on to the Forward Plan as resources have not permitted it to be dealt with as of yet.
4. An important arm in support of maintaining high standards of conduct is the training and personal development opportunities open to members. As this was an election year (for both District and Parishes) the Committee had been involved in preparing a welcome / induction programme for both new and existing Members. The programme was initiated after the elections and is still ongoing. A report elsewhere on this agenda provides more detail on this. Specifically in respect of standards, the Monitoring Officer made a short presentation at the Councillor Welcome session and this was followed by two more presentation sessions in May and June which were more detailed and were specifically for District Councillors. There were also two sessions on standards which were combined with planning and delivered to a good number of Parish Councillors.
5. Obviously standards forms one part of the framework within which Members work, and so in addition Members on Development Management Committee and Licensing Committee also have compulsory training given the quasi-judicial nature of their decisions. This was similarly carried out as part of the Welcome / induction programme.
6. While this is an annual report, from the perspective of looking forward, it is probably worth reiterating that training/development opportunities are provided 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.

6. Although there is 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) there were no specific dispensations that were granted by the Committee or the Monitoring Officer in 2014 / 15. For clarity, and again looking forward, the Department for Communities and Local Government issued guidance in September 2013 to the effect that it considers dispensations are not necessary in relation to council tax setting, even where a councillor has a beneficial interest in a property in East Devon. A view will be taken next whether it is necessary to renew the blanket dispensation in respect of Council Tax setting or whether it is sufficient to rely on the Government Guidance on this point.
7. Appendix 1 contains a summary of the complaints made to the Monitoring Officer in the year 2014 / 15. In short;
- a. Total between May 2014 – April 2015 = 30 (2011/12 = 42, 2012/13 = 31 and 2013/14 = 72)
  - b. Of the 30 in 2014-15, 25 were Code complaints, 5 were non-Code (about a councillor but not alleging a breach of the Code of Conduct). Please note that general queries or requests for advice, or dealing with Stage 2 complaints are not covered by this number. The Council's complaints handling was reported to Cabinet on 15<sup>th</sup> July 2015 (see Items 25 & 26) and the background papers provide the link for this.
  - c. Of the 25 Code complaints received in 2014-15, the breakdown is:  
4 x District Councillor  
21 x Town / Parish Councillor
  - d. Following Monitoring Officer assessment of the 25 Code complaints, the outcome was:  
Informal resolution/mediation x 1  
Investigation leading to a Hearing x 1 (the Hearing is pending at time of writing)  
Other action (such as referral to Town Council) x2  
No action taken x 21
  - e. One of the Independent Persons was consulted on each case.
  - f. The annual cost for assessing Monitoring Officer type complaints is 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 2014/15 were - £594. 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 2014 / 15 there were no cases that incurred an Investigator's costs in that year. The case referred to above as 'pending' will appear in the finances to be reported for 2015/16.

## Standards Committee, 29 September 2015

### Appendix 1 - Code of Conduct complaints 2014/15

This paper provides an update for the Committee the Code related cases received between 1<sup>st</sup> May 2014 – 31<sup>st</sup> April 2015.

Case #	TC/PC or EDDC member	Relevant paragraphs in Code of Conduct and outcome following consultation with Independent Person
New complaints:		
MO-C058	Parish Councillor	Complainant alleges that the subject member failed to declare an interest in land at Parish Council meetings, when the land was discussed for inclusion in EDDC's Village Development Plan Document. 5(a) – you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage and paragraphs that relate to the declaration of interests and participation at meetings. <b>Other action. Case closed.</b>
MO-C059	District Councillor	Complainant alleges that the subject member misinformed a member of the public about details of a planning application. <b>As the complainant had failed to provide evidence no further action. Case closed.</b>
MO-C060	Town Councillor	Complaint alleges that the subject member failed to act appropriately at a Parish Council meeting and failed to declare a relevant interest. 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. <b>No further action. Case closed.</b>
MO-C061	Town Councillor	Complainant alleges that the subject member made disrespectful comments at a Town Council meeting. 4(a) of the Members' Code of Conduct – you must treat others with courtesy and respect. <b>No further action. Case closed.</b>
MO-C062	Town Councillor	Complainant alleges that the subject member behaved inappropriately and brought the Town Council into disrepute. 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 <b>No further action. Case closed.</b>
MO-C063	Town	Complainant alleges that the subject member had

	Councillor	<p>behaved inappropriately and failed to declare a relevant interest.</p> <p>Paragraphs that relate to the declaration of interests and participation at meetings.</p> <p><b>No further action. Case closed.</b></p>
MO-C064	Town Councillor	<p>Complainant alleges that the subject member failed to treat others with respect.</p> <p>4(a) of the Members' Code of Conduct – you must treat others with courtesy and respect.</p> <p><b>Other action. Case closed.</b></p>
MO-C065	District Councillor	<p>Complainant alleges that the subject member was disrespectful and made false comments about another Councillor at a Council meeting.</p> <p>4(a) of the Members' Code of Conduct – you must treat others with courtesy and respect</p> <p><b>No further action. Case closed.</b></p>
MO-C066	Parish Councillor	<p>Complainant alleges that the Councillor failed to take appropriate action when an item, in which they had an interest, was considered by the Council.</p> <p>Paragraphs that relate to the declaration of interests and participation at meetings.</p> <p>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.</p> <p><b>No further action. Case closed.</b></p>
MO-C067	Town Councillor	<p>Complainant alleges that due to a conflict of interest the Councillor was incapable of acting in the public interest when making decisions on matters being considered by the Town Council.</p> <p>Paragraphs that relate to the declaration of interests and participation at meetings.</p> <p><b>No further action. Case closed.</b></p>
MO-C068	Town Councillor	<p>Complainant alleges that the Councillor failed to treat them with courtesy and respect, acted in a bullying manner and had, through comments they made, predetermined their position on a matter.</p> <p>4a - you must treat others with courtesy and respect</p> <p>4b – you must when reaching decisions on any matter, do so on the merits of the circumstances and in the public interest and have reasonable regard to any relevant advice provided to you by an officer of the Council.</p> <p>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</p> <p>5c – you must not bully any person</p> <p><b>No further action. Case closed.</b></p>

MO-C069	Town Councillor	<p>Complainant alleges that the Councillor bullied and failed to treat them with courtesy and respect and also used their position improperly, in order to secure themselves an advantage during a debate at a Town Council meeting.</p> <p>4a - you must treat others with courtesy and respect  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  5c – you must not bully any person  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.</p> <p><b>No further action. Case closed.</b></p>
MO-C070	Parish Councillor	<p>Complainant alleges that the Councillor made slanderous and false comments about them at a Parish Council meeting.</p> <p>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.</p> <p><b>No further action. Case closed.</b></p>
MO-C071	District Councillor	<p>Complainant alleges that the Councillor used their position improperly in relation to a planning matter.</p> <p>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.</p> <p><b>No further action. Case closed.</b></p>
MO-C072	Parish Councillor	<p>Complainant alleges that Councillor used their position improperly in relation to a planning matter.</p> <p>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.</p> <p><b>No further action. Case closed.</b></p>
MO-C073	Parish Councillors	<p>Complainant raised concerns about the operation of the Parish Council and alleges that undue influence was used by a member of the Council in relation to a planning application.</p> <p>5a – you must not attempt to use your position as a Member improperly to confer on or secure for yourself or</p>

		<p>any person, an advantage or disadvantage</p> <p>5e – you must not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of the Council.</p> <p>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.</p> <p><b>No further action. Case closed.</b></p>
MO-C074	Town Councillor	<p>The complainant alleged the Town Councillor had breached code of conduct by abusing his position to bully and humiliate.</p> <p>4a - you must treat others with courtesy and respect</p> <p>5c – you must not bully any person</p> <p><b>Resolution agreed.</b></p>
MO-C075	Town Councillor	<p>The complainant alleged the Town Councillor had made slanderous comments about the Town Clerk.</p> <p>Investigation found breach of Code</p> <p>4a - you must treat others with courtesy and respect</p> <p>5c – you must not bully any person</p> <p><b>Hearing to be arranged.</b></p>
MO-C076	Town Councillor	<p><b>conflict of pecuniary interest</b></p> <p>4 a treat others with courtesy and respect</p> <p>5 a you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;</p> <p><b>No further action. Case closed.</b></p>
MO-C077	Town Councillor	<p>4 a treat others with courtesy and respect</p> <p>5 a you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;</p> <p><b>No further action. Case closed.</b></p>
MO-C078	Town Councillor	<p>4 a treat others with courtesy and respect</p> <p>5 a you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;</p> <p><b>No further action. Case closed</b></p>
MO-C079	Parish Councillor	<p>The complainant alleged the Parish Councillor did not treat others with courtesy and respect, attempted to use position improperly, intimidate or attempt to intimidate and conducted in an unreasonable way.</p> <p>4 a treat others with courtesy and respect</p> <p>4 b when reaching decisions on any matter, do so on the merits of the circumstances and in the public interest and have reasonable regard to any relevant advice provided to you by an officer of the Council.</p>

		<p>5 a you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;</p> <p>5 c you must not bully any person (bullying may be characterised as any single act or pattern of offensive, 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);</p> <p>5d you must not intimidate or attempt to intimidate</p> <p>5e do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council</p> <p>5h 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 or the Council into disrepute.</p> <p><b>No further action. Case closed.</b></p>
MO-C080	Parish Councillor	<p>The complainant alleged the Parish Councillor did not treat others with courtesy and respect, attempted to use position improperly, intimidate or attempt to intimidate and conducted in an unreasonable way.</p> <p>4 a treat others with courtesy and respect</p> <p>4 b when reaching decisions on any matter, do so on the merits of the circumstances and in the public interest and have reasonable regard to any relevant advice provided to you by an officer of the Council.</p> <p>5 a you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;</p> <p>5 c you must not bully any person (bullying may be characterised as any single act or pattern of offensive, 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);</p> <p>5d you must not intimidate or attempt to intimidate</p> <p>5e do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council</p> <p>5h 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 or the Council into disrepute.</p> <p><b>No further action. Case closed.</b></p>

MO-C081	District Councillor	<p>The complainant alleged the District Councillor did not declare a pecuniary interest relating to a planning matter.</p> <p>5(a) – you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage and paragraphs that relate to the declaration of interests and participation at meetings.</p> <p><b>No further action. Case closed.</b></p>
MO-C082	Town Councillor	<p>The complainant alleged the Town Councillor breached the Code of Conduct by gossiping about emails to other Councillors, handing out copies of emails to other Councillors and calling for a public debate of the Mayor and Town Clerk's actions.</p> <p>4 a treat others with courtesy and respect</p> <p>5 a you must not attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;</p> <p>5e do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council;</p> <p>5h 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 or the Council into disrepute.</p> <p><b>No further action. Case closed.</b></p>



## Standards Committee, 29 September 2015

### Item 8 - Code of Conduct complaints update

This paper provides an update for the Committee on new Code related cases received since the 1<sup>st</sup> May 2015 (the earlier cases are covered in the Annual Report) to date:

Case #	TC/PC or EDDC member	Relevant paragraphs in Code of Conduct and outcome following consultation with Independent Person
New complaints:		
MO-CO83	District Councillor	Complaint regarding tone and appropriateness of comments from Councillor in a letter published in the local press. 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. <b>No further action. Case closed.</b>
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 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. <b>Monitoring Officer has assessed and matter with Independent Person for view.</b>
MO-C085	Parish Councillor	Complainant raised regarding the posting of a tweet that contained a link to a pornographic site. 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. <b>Monitoring Officer assessing.</b>

There is one matter from 2014 / 15 that remains unresolved and a Standards Sub Committee will shortly be convened to hear it.

There is one case that the Monitoring Officer is considering as to whether it is a standards or a complaint issue.

**Report to:** **Standards Committee**

**Date of Meeting:** 29 September 2015

**Public Document:** Yes

**Exemption:** None

**Review date for release** None



**Agenda item:** 9

**Subject:** **Member Welcome/Refresher programme - review**

**Purpose of report:** To up-date Members of the Standards Committee on the on-going delivery of the welcome/refresher programme following the May 2015 elections and to note the review processes in place.

**Recommendation:** **That the 6-month member welcome/refresher programme be noted (including the opportunities provided in respect of Code of Conduct and Standards) with Members of the Committee being invited to suggest any additional information/learning that should be provided in the January 2016-onwards forward programme for Member Development.**

**Reason for recommendation:** To take into account the learning opportunities provided within the 6-month welcome programme for Councillors and to understand the reasoning behind the approach adopted. The programme is under continual review to ensure that it is fit for purpose and so the analysis of what went well and what could have been done better is a genuine way of achieving on-going improvement.

**Officer:** Diana Vernon, Democratic Services Manager [dvernon@eastdevon.gov.uk](mailto:dvernon@eastdevon.gov.uk)

**Financial implications:** There are no direct financial implications.

**Legal implications:** There are no legal implications arising from the report.

**Equalities impact:** Low Impact  
The programme reflected Council policy – that everyone who comes into contact with East Devon District Council is treated equally and with respect. The welcome programme was designed to include examples of good practice, good governance, equal access to services and equal treatment of all our customers.

**Risk:** Low Risk

**Links to background information:** Appendices attached:  

- Welcome programmes for 2 x evening events in May
- Phase 1 Welcome/refresher programme
- Phase 2 Welcome refresher programme
- Councillor questionnaire
- Blank personal development review form.

**Link to Council Plan:** All priorities – living in, working in, enjoying and funding this Outstanding Place.

## Report in full

The welcome/refresher programme was provided for all councillors following the May 2015 elections. It was based on past experience (of what went well) and included significant input and direction from the Member Development Working Group, chaired by the Member Development Champion.

The approach adopted was to provide essential learning opportunities early on so that newly elected councillors could find their feet quickly. Delivery has been as inter-active as possible with information/learning being provided in bite-sized pieces.

Re-elected councillors were encouraged to take advantage of the welcome/refresher programme to support new councillors and refresh their own knowledge. Where possible, town and parish clerks and councillors were also invited to take part in learning opportunities. These have included Code of Conduct sessions.

The whole programme has been based on the following objectives:

- to welcome newly elected Councillors to the organisation and provide opportunities for networking with experienced councillors and key officers,
- to provide a strategic overview of how the Council works – its aims and priorities, practices and procedures (what it does, why it does it and how it is organised – including governance issues)
- to support elected members in their new roles and help provide the skills and knowledge that these roles require.

Members of the Standards Committee are invited to review the programme and advise of additional information and further learning opportunities that they feel would be appropriate and of benefit to councillors.

Documents attached for information:

- Welcome Programme (2 evening sessions which included drawing on the experience of re-elected councillors and those who had not sought re-election)
- 3-month Welcome Programme (May – August) – including essential learning for Councillors appointed to quasi-judicial and regulatory committees (Development Management, Licensing, Standards and Audit and Governance).
- 3-month Welcome Programme (2<sup>nd</sup> phase – September – December) – including opportunities to find out more about the wider district, meet-the-team events and building on understanding delivered in 1<sup>st</sup> phase.
- Councillor questionnaire – seeking feedback on the first 3 months of the programme and other issues.
- Personal Development Reviews – May elected Councillors are now being invited to take part in these reviews, which have proved to be very useful in the past – they help to identify what support is available. The approach to the reviews is flexible. They are about finding out what additional help councillors need to carry out their various roles and to see what skills councillors have that they would be willing to share for the benefit of the Council. The reviews are effective because they have the potential to benefit both Councillors and the Council.

## **Welcome and Refresher Evenings 6pm-9pm**

### **1. Wednesday, 13 May 2015**

### **2. Wednesday, 20 May 2015**

Please attend both evenings – they are separate programmes and are not duplications. During the session, Senior Management Team and Democratic Services Officers will be happy to answer questions on paperwork and any other concerns.

Teas and coffees will be available in the Members' Area from 5.30pm

**Note** – these Welcome Evenings will give you an overview of the Council – there will be further development opportunities during the 3 month welcome programme and beyond.

### **Programme – Wednesday 13 May 2015**

Democratic Services will give you Councillor photographs and your name badge.

- 6.00 – 6.15 pm      Welcome and introduction by Councillor Graham Godbeer, Chairman of the Council, who will outline his role on the Council and the evening's programme.
- 6.15 – 6.30 pm      The Leader will explain his role on the Council, the Council's vision and priorities and the challenges it faces. He will emphasise how all Councillors can contribute to the decision making process, the importance of engaging with all members of the community and what is being achieved through partnership working.
- 6.30 – 7.00 pm      **Three roles of Councillors**  
a. **Local Ward Member**  
Experienced Councillor to advise on the value of ward work, how to deal with local issues, and giving communities a voice.
- b. **Role of opposition**  
Experienced Councillor (not on majority group) to outline the role of opposition and how this is a fundamental aspect of decision-making.
- c. **Corporate**  
The Portfolio Holder – Strategic Development and Partnerships to outline the responsibility of all Councillors to the Council and the whole district. He will emphasise the importance of all elected councillors seeing the bigger 'district-wide- picture and opportunities beyond our district boundaries.
- 7.00 – 7.15 pm      Mark Williams, Chief Executive to explain EDDC's structure and decision making process (Cabinet, Committees, Portfolio Holders, Council and delegations). He will include an explanation of political balance, the work of the Cabinet and importance of scrutiny.
- 7.15 – 7.30 pm      Mark Williams to introduce the Senior Management Team
- 7.30 pm              **Break for tea/coffee**
- 8.00 – 8.15 pm      **Standards in public life** – the importance of the Code of Conduct and the responsibility of all Councillors to protect and promote the reputation of the Council. **Continued over ....**

- 8.15 - 9 pm            **Overview of Planning and planning on line.**  
The Service Lead – Planning Strategy and Development Management will explain the role of the Ward Member in planning matters, the importance of relying on planning reasons and planning objections, protocols of site visits, timescales and the role of case officer.  
The Economy Practice Manager – will demonstrate how to access and comment on planning applications on line.

### **Programme – Wednesday 20 May 2015**

- 6.00 – 6.05 pm        Welcome Councillor Graham Godbeer, Chairman of the Council who will outline the evening's programme.
- 6.05 – 7.00 pm        Briefing by the Chief Executive and Senior Management Team on current issues and challenges facing the Council – to include:  
Cranbrook, Skypark, Science Park and Growth Area  
Exmouth and Seaton Regeneration projects  
Budget constraints and how these are being addressed  
Partnership working including STRATA  
Office relocation and rationale  
Renewal of the Refuse and Waste contract  
Paper-light initiative
- 7.00 pm                **Break for tea/coffee**
- 7.30 – 8.30 pm        **Council reputation management**  
The Strategic Lead – Organisational Development and Transformation to outline the Council's approach to reputation management, the importance of the Council Plan and how this under-pins the Council's priorities and service delivery.
- 8.30 – 9.00 pm        **Opportunities for further questions**  
Experienced Councillors, retired Councillors and Honorary Aldermen have been invited to these welcome sessions. Please use this opportunity to ask questions - to be chaired by Council Chairman.

### **Aims of Welcome/Induction/Refresher Programme 2015 are:**

- to welcome newly elected Councillors to the organisation and provide opportunities for networking with experienced councillors and key officers,
- to provide a strategic overview of how the Council works – its aims and priorities, practices and procedures (what it does, why it does it and how it is organised – including governance issues)
- to support elected members in their new roles and help provide the skills and knowledge that these roles require.

Re-elected Councillors are encouraged to take advantage of the Welcome/Refresher Programme to support the new Councillors and refresh their own knowledge. Please confirm your attendance to help us with room layout and any catering arrangements.

**It is Council policy that everyone who comes into contact with East Devon District Council is treated equally and with respect. The welcome programme will include examples of good practice, good governance, equal access to services and equal treatment of all our customers.**

**REMINDER – Please make sure that you check your pigeon holes whenever you call into the Offices at Knowle to save post costs.**

## Welcome/Refresher Programme 2015 (including meetings) – training sessions shaded green

Councillors – even if you have not been allocated to a particular committee, you are invited to attend meetings to observe and contribute.

### May

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
4	5	6	7	8	9	10
BANK HOLIDAY			ELECTIONS	Count and results announced – Councillors to sign Acceptance of Office, complete forms, have photos taken, etc		
11	12	13	14	15	16	17
<b>Note</b> Newly elected Councillors this week or next to meet with Democratic Services 01395 517546 for briefing and tour of building – including pay roll section who will process your car documents – MOT cert, driving licence, Vehicle Reg and insurance details (to enable you to make future mileage claims)		<b>Councillor Welcome - session 1</b> 6–9pm Council Chamber (for newly elected and experienced councillors)				
18	19	20	21	22	23	24
		<b>Councillor Welcome - session 2 (not a repeat)</b> 6–9pm Council Chamber (for newly elected and experienced councillors)				
25	26	27	28	29	30	31
BANK HOLIDAY		<b>Chief Executive briefing</b> 5.30pm (Chamber)  <b>Annual Council</b> 6.30pm Council Chamber All Councillors				

# June

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
1	2	3	4	5	6	7
Opportunity for licensing training at Yeovil (all day)		<p><b>Development Management Committee training</b> - all day with lunch – Committee Room. Members of Committee to include mock debate</p> <p><b>Development Management Committee</b> 4pm Committee room</p>	<p><b>Standards/Code of Conduct/Legal Framework</b> 6-8 pm (Chamber) – repeat session (see also 10 June)</p>			
8	9	10	11	12	13	14
<p><b>Licensing Training for L &amp; E Committee members</b> – presenter – Philip Kolvin QC</p> <p>All day event with lunch</p>	<p><b>Development Management Planning for all Councillors</b></p> <p><b>1.Planning Policy</b> - morning</p> <p><b>2.Delegations scheme</b> – afternoon Council Chamber (Please bring lunch – make own arrangements)</p>	<p><b>Standards/Code of Conduct/Legal Framework</b> 3-5 pm (Chamber) – or 4 June</p>	<p><b>Meet the teams – all Cllrs</b></p> <ul style="list-style-type: none"> <li>*Streetscene</li> <li>*Countryside</li> <li>*Env Health &amp; Car Parks</li> <li>*Housing</li> </ul> <p>5-8pm - Council Chamber</p>			
15	16	17	18	19	20	21
	<p><b>Development Management Committee</b> 2pm Council Chamber</p>	<p><b>Cabinet</b> 5.30pm Council Chamber</p> <p>With introduction and outline of business by Leader and Chief Executive</p>	<p><b>Housing Review Board</b> 2.30 pm Council Chamber</p> <p>To include areas of responsibility of Board, its role as an overview cttee, the value of tenants and indep reps on the Board, its drive to improve housing stock and challenges faced.</p>			

<b>June</b>						
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Sat</b>	<b>Sun</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
		<p><b>Licensing and Enforcement Committee</b> 9.30am Council Chamber</p> <p>With explanations of responsibilities including taxi and gambling legislation and their practical application</p>	<p>Governance arrangements: The role of the Audit &amp; Governance Committee, its members, internal and external audit. 2.15pm Council Chamber</p> <p><b>Audit and Governance Committee</b> 3.30pm Council Chamber</p> <p><b>Scrutiny Committee</b> 6pm Council Chamber</p> <p>The Chairman to outline the work previously covered by the Overview/Scrutiny Committee, its Task and Finish Forum and the remit and future work of this 'new' Committee</p>			
<b>29</b>	<b>30</b>	<b>1 July</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<p><b>Overview Committee</b> 6pm Council Chamber</p> <p>Initial work to cover the remit of this newly created committee and discuss forward work plan.</p>	<p><b>Worksmart project –</b> modernising how we work to best meet our customer requirements.</p> <p>2 repeat sessions: a) 2 - 4pm b) 5.30 – 7.30pm Council Chamber</p>				



<b>July</b>						
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Sat</b>	<b>Sun</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
	<b>Standards Committee</b> 10am Committee Room  To include a presentation from the Monitoring Officer on Standards in Public life and the role of the Standards Committee					
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	<b>Development Management Committee meeting</b> 2pm Council Chamber	<b>Budget workshop</b> 5.30pm Council Chamber  <b>Cabinet meeting</b> <b>6.30pm</b> Council Chamber	Scrutiny workshop at Exeter City – joint training with Teignbridge District & Exeter City. All day.  Scrutiny members only			
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		
		<b>Chief Executive briefing</b> 5pm Council Chamber  <b>Extra Ordinary meeting of the Council</b> 6pm Council Chamber  <b>Council meeting</b> 6.30pm Council Chamber	<b>Scrutiny Committee meeting</b> 6pm Council Chamber  To include feedback from the workshop held on 16 July. Discuss value of preparation and questions			

Licensing and Enforcement Sub Committees are scheduled to be held every Wednesday morning from 17 June onwards throughout the year. These meetings are held only if required. Please always check [The Knowledge](#) newsletter weekly for the most up-to-date meetings' information. Members of the Sub Committee will be sent an invitation to attend if the meeting is to be held.

## Phase 2 - Welcome/Refresher Programme Calendar 2015 (including meetings) Sept-Dec 2015

Councillors – all invited - this is phase 2 of the welcome process, building on the introductory programme

### September

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
(31 August – Summer Bank Holiday) Make an appointment with Democratic Services to review support and learning opportunities.	1	2 Planning open evening – all Councillors 3 x separate hour sessions – 17.00, 18.00, 19.00	3	4	5	6
7	8 Development Management Committee 12 noon Council Chamber	9 Champion meeting 4.00 pm – room 1 Cabinet 5.30 pm Council Chamber	10 Housing Review Board 2.30 pm Council Chamber	11	12	13
14	15	16	17 Scrutiny Committee 6.00 pm Council Chamber	18	19	20
21 Housing tour for all Councillors 9.15 am start from Knowle	22 Overview Committee 6.00 pm Council Chamber	23 Universal Credit – information essential for all Councillors 6.30 – 8.30 pm (Chamber)	24 Audit and Governance Committee 2.30 pm Council Chamber	25	26	27
28	29 Standards Committee 10 am Council Chamber	30 Growth Point tour for all Councillors 9.30 am start from Knowle – or meet at Growth Point.				

# October

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
			1 Treasury Management (to be delivered by Capita) for all Councillors 2.00 – 5.00 pm (Chamber)	2 Exmouth and Cranbrook tour – all Councillors - to include River Exe trip plus light lunch. Coach to leave Knowle at 9.15 – anticipate return 3pm	3	4
5	6 Development Management Committee 2.00pm Council Chamber	7 Cabinet 5.30 pm Council Chamber	8 Building Control – Meet the Team – for all Councillors 5pm – 6.30 pm	9	10	11
12	13 Seaton Wetlands tour – for all Councillors - to include Tram trip plus light lunch. Coach to leave Knowle at 9.15 – anticipate return 3pm	14 STRATA induction training – 5.30 – 7.30 pm (Exeter Civic Centre)	15 Scrutiny Committee 6.00 pm Council Chamber	16	17	18
19	20	21 Mock Council debate (if requested) 5.30 – 6.00 pm (Chamber) Council meeting 6.30pm Council Chamber	22 STRATA Joint Scrutiny 5.30 Council Chamber	23	24	25
26	27	28	29	30	31	1

# November

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
2	3	4	5	6	7	8
	<p><b>Development Management Committee</b> 2.00pm Council Chamber</p>	<p><b>Cabinet</b> 5.30 pm Council Chamber</p>	<p><b>Housing Review Board</b> 2.30 pm Council Chamber</p>			
9	10	11	12	13	14	15
		<p>Regeneration area tour for all Councillors Coach to leave Knowle at 9.15 – anticipated return 3pm</p>	<p><b>Scrutiny Committee</b> 6.00 pm Council Chamber</p>			
16	17	18	19	20	21	22
	<p><b>Overview Committee</b> 6.00 pm Council Chamber</p>	<p><b>Licensing and Enforcement Committee</b> 9.30 am Council Chamber</p>	<p><b>Audit and Governance Committee</b> 2.30 pm Council Chamber</p>			
23	24	25	26	27	28	29
	<p><b>STRATA Joint Executive</b> 5.30pm Civic Centre, Exeter</p>					

## November/December

Monday	Tuesday	Wednesday	Thursday	Friday	Sat	Sun
30	1	2	3	4	5	6
		<b>Cabinet</b> 5.30 pm Council Chamber	<b>STRATA Joint Scrutiny</b> 5.30pm Civic Centre, Exeter			
7	8	9	10	11	12	13
	<b>Development Management Committee meeting</b> 2.00pm Council Chamber		<b>Scrutiny Committee</b> 6.00 pm Council Chamber			
14	15	16	17	18	19	20
		<b>Council meeting</b> 6.30pm Council Chamber				
21	22	23	24	25	26	27
			<b>Christmas Eve</b>	<b>Christmas Day</b>	<b>Boxing Day</b>	

- Licensing and Enforcement Sub Committees are scheduled to be held every Wednesday morning throughout the year. These meetings are held only if required. Please always check the Knowledge newsletter weekly for the most up-to-date meetings' information. Members of the Sub Committee will be sent an invitation to attend if the meeting is to be held.

## Councillor Induction/Welcome Programme 2015 - Feedback Questionnaire

Please answer the following questions to help us improve in the future.

Our aims for the Welcome/Refresher Programme were:

To welcome newly elected Councillors to the organisation and provide opportunities for networking with experienced Councillors and key officers

To provide a strategic overview of how the Council works - its aims and priorities, practices and procedures (what it does, why it does it and how it is organised)

To help and support all Members in their new roles and help provide the skills and knowledge that these roles will demand

New Councillors (existing councillors please go to question 4)

Q1 How useful did you find meeting with a Democratic Services Officer following your appointment?

Q2 How useful have you found the Councillor Information File?

Was there any information not included, which you would have found useful?

Was there any information provided in the file, which could have been provided electronically?

Q3 Was there anything else we could have done in your early days of becoming a Councillor that would have helped you?

Yes

No

Comments:

### All Councillors - Welcome/Refresher Evenings, 13 and 20 May

Q4 Did you attend the Welcome/Refresher evening held on 13 May?

Yes

No

Comments:

Q5 If yes, please rate the sessions with 1 as poor and 5 as excellent:

	1	2	3	4	5
Outline of the Leader's role	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member-led sessions (roles of the Ward Member, opposition and corporate)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overview of planning and introduction to the planning portal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduction to Standards in Public Life	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Networking opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q6 Did you attend the Welcome/Refresher evening held on 20 May?

Yes

No

Comments:

Q7 If yes, please rate the sessions with 1 as poor and 5 as excellent:

1 2 3 4 5

Outline of Council business (Chief Executive)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior Management Team introductions and briefings on the current issues and challenges facing the Council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Council reputation management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Networking opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**3 Month programme - please rate the following:**

**Q8** ICT appointments - This included an Information Security Briefing and setting up your devices to enable access to email

- Very good
- Good
- Fair
- Very poor
- Did not attend

Comments:

**Q9** Chief Executive briefings - Briefings were held prior to Annual Council (27 May) and Council meeting (29 July)

- Very good
- Good
- Fair
- Very poor
- Did not attend

Comments:

**Q10** Development Management (planning) training

	Very good	Good	Fair	Very poor	Did not attend
Committee training held on 3 June	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning delegation and planning policy training held on 9 June (all Councillors)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:



**Q11 Standards and Code of Conduct training (4 & 10 June)**

- Very good
- Good
- Fair
- Very poor
- Did not attend

Comments:

**Q12 Licensing training for the Committee (8 June) - This included information about relevant legislation and procedures**

- Very good
- Good
- Fair
- Very poor
- Did not attend

Comments:

**Q13 Briefing sessions held at the beginning of each of the following meetings to explain the role of that Committee**

	Very good	Good	Fair	Very poor	Did not attend
Housing Review Board (18 June)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Licensing and Enforcement Committee (24 June)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Audit and Governance Committee (25 June)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scrutiny Committee (25 June)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overview Committee (30 June)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

**Q14 Meet the team event: Streetscene, Countryside, Environmental Health & Car Parks, and Housing (11 June)**

- Very good
- Good
- Fair
- Very poor
- Did not attend

Comments:

**Q15** Worksmart project (1 July) - This session covered modernising how we work to best meet our customer requirements

- Very good
- Good
- Fair
- Very poor
- Did not attend

Comments:

**Q16** Finance briefing (15 July)

- Very good
- Good
- Fair
- Poor
- Did not attend

Comments:

**Q17** Attendance at meetings as an observer, such as Cabinet - Specific feedback would be appreciated on your level of understanding of the meetings you have attended and how you were made to feel involved.

**Q18** Did we achieve the three aims of the programme (these can be found at the beginning of the questionnaire)?

- Yes
- No



If no, please explain why:

Q19 It is Council policy that everyone who comes into contact with EDDC is treated equally and with respect. The welcome programme included examples of good practice, good governance, equal access to services and equal treatment of all our customers. Do you feel this intention was adequately met?

Yes

No

Comment:

Q20 What could we do to improve the programme, and in particular, what information did you feel was lacking?

Q21 Are there any particular seminars/training sessions you would like to see organised in the future (for example social media, time management)?

Q22 What ICT training would you find useful?

- Sending email attachments
- Maintaining electronic/setting up appointments
- Navigating PDF bookmarks
- Using office 365
- Other

Please specify below:

Q23 Would refresher sessions on any of the following be helpful?

- Code of conduct
- Council finance/budgets
- Planning

Social media

Other

Please specify below:

Q24 Do you have any other comments or suggestions regarding the Welcome/Refresher Evenings or the 3 month programme?

General questions:

Q25 How easy did you find completing your Register of Interest Form?

Straightforward

Difficult

Do you have any suggestions on how the form could be improved?

Q26 Knowledge weekly newsletter - Do you find the following useful:

Forthcoming meeting details

Quick links to useful organisations (listed on the left hand side of the Knowledge front page)

EDDC news

In the press

Links to recently published minutes

Other comments:

Q27 Council voice mail/emails - Do you always get a timely reply to messages that you have left for officers?

Yes

No

If no, are there particular services that could improve?

Q28

Do you receive paper copies of information that could be provided to you electronically?

- Yes  
 No

If yes, please advise what you receive:

Q29 How many times a day do you access your emails?

- Once a day  
 Twice a day  
 Three times a day  
 Every other day  
 Other

Please specify below:

How easy do you find it to use the following?

Q30 Electronic agenda:

- Very easy  
 Easy  
 Manageable  
 Difficult

Q31 Room layout at meetings

- Very easy  
 Easy  
 Manageable  
 Difficult

Q32 Are there any other comments that you wish to make?

Thank you for taking the time to complete this questionnaire. Please click on the submit button below.

## General Information

2015

1	Name	
2	Contact details	
3	Are there any factors which limit your ability to take up learning and development opportunities such as timing, dependants, location.	
4	What methods of learning do you most enjoy, such as training course, distance learning, networking events, observation, shadowing.	
5	Are there any areas in which you have a specific interest or responsibility, which you would like to be considered for if development opportunities arise?	
6	Do you have any specific skills which you feel able to share to support another member/the Council?	

## Personal Development

Use the table to list your personal goals, and then consider the support you might need to achieve them. For example you may wish to have a better understanding of the work of the Cabinet, or of reading plans/maps, public speaking with more confidence or have a better understanding of the Council's budget process. This can then be included on your personal development plan.

<b>Goal</b>	
How will you know you have met this goal?	
Date for achievement	
Link to Council Plan?	
What skills do you need to achieve this? What additional help/support do you need?	
<b>Goal</b>	
How will you know you have met this goal?	
Date for achievement	
Link to Council Plan?	
What skills do you need to achieve this? What additional help/support do you need?	
<b>Goal</b>	
How will you know you have met this goal?	
Date for achievement	
Link to Council Plan?	
What skills do you need to achieve this? What additional help/support do you need?	

Date

# Self Assessment

## Member Development Self Assessment

You may prefer to discuss this at you one to one session but it would be helpful anyway to consider these questions and issues in advance.

1. **What have you achieved this year?**
  
2. **In what aspects of your role do you feel you perform well?**
  
3. **How have you supported the organisation in achieving its priorities as laid out in the Council Plan?**
  
4. **What Learning and Development Activities have you participated in this year?** This isn't just training sessions and seminars/conferences but could include your attendance at Cabinet meetings, work undertaken at a TaFF, chairing a meeting or involvement in local democracy events.
  
5. **How have they supported you in your achievements?**
  
6. **What aspects of the role do you find more challenging?**
  
7. **What committees or working groups do you sit on?**



- 8. How well equipped do you feel to deal with all the issues which arise from this role?**
  
- 9. Do you take on any other roles such as Chair of Committee, Leader of group, Champion, Council representative on Outside Bodies, and so on?**
  
- 10. Are there any areas with these roles which you find difficult?**
  
- 11. Do you feel that you fully understand your role in supporting this Council to achieve its priorities under the Council Plan?**
  
- 12. If not in what areas would you welcome more knowledge / information / experience?**
  
- 13. Do you need any additional skills to help you using the IT equipment provided for you?**
  
- 14. In what areas of IT do you need support?**
  
- 15. Are there any other areas in which you feel learning and development would improve upon what you do? Please list them.**

Date 2015 **Personal Development Plan –**

	<b>What do I want/need to learn?</b>	<b>Reason for need ( role, committee etc)</b>	<b>How will the need be met</b>	<b>What will my success criteria be How will I know that I have learnt what I needed to learn</b>	<b>Target date for achievement</b>
1					
2					
3					
4					

All Councillors to be aware of:

<ul style="list-style-type: none"> <li>•Financial regulations</li> <li>•contract standing orders</li> <li>•Whistle blowing policy</li> <li>•Anti fraud theft and corruption policy</li> </ul>	<ul style="list-style-type: none"> <li>•Codes of conduct</li> <li>•Register of interests</li> <li>•Scheme of delegation</li> <li>•Corporate procurement policy</li> </ul>	<ul style="list-style-type: none"> <li>•Business/service continuity</li> <li>•Corporate health and safety policy</li> <li>•Corporate complaints policy/procedures.</li> <li>•Related party transactions</li> </ul>
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**Report to:** **Standards Committee**

**Date of Meeting:** 29<sup>th</sup> September 2015

**Public Document:** Yes

**Exemption:** None



**Review date for release**

**Agenda item:** 10

**Subject:** **Update on Officer roles and membership of the Committee after May 2016**

**Purpose of report:** The report is to advise the Committee that certain co-opted Members will not be able to remain on the Committee after June 2016 and to seek the Committee's approval to commencing recruitment for their replacement.

**Recommendation:** **The Committee is asked;**

- 1. To note that one of the independent members and one of the town / parish representatives will not be able to sit on the Committee after May 2016, and**
- 2. To delegate to the Monitoring Officer authority to commence and progress the recruitment process for their replacement.**
- 3. To note that the Deputy Monitoring Officer role is carried out by the Principal Solicitor**

**Reason for recommendation:** As detailed in the report

**Officer:** Henry Gordon Lennox, Monitoring Officer  
Ext 2601

**Financial implications:** To be completed by Finance. [There are no direct financial implications](#)"

**Legal implications:** There are no legal implications arising

**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

The report simply details the need to secure replacement committee members

**Links to background information:**

**Link to Council Plan:** [Living in this Outstanding Place](#) Click here to enter which of the Council's priorities this report covers – Living in/Working in/ Enjoying/Funding this Outstanding Place.

## Report in full

### Committee Membership

1. The Council's Constitution requires that the Standards Committee is made up of 9 persons, comprising 5 District Councillors, 2 non-voting Parish Councillor representatives and 2 non-voting independent members.
2. The 2 Parish Councillor representatives are Councillors Courtney Richards (Budleigh Salteron) and David Mason (Rockbeare) and the 2 independent members are Roy Davison and Tim Swarbrick.
3. The appointment of the Parish Councillor representatives and independent members are for a term of 4 years, which may be renewed for upto a further 4 year period. This means that these co-opted position may be filled for upto a maximum of 8 years at a time.
4. With respect to the current membership, Councillor Courtney Richards and Roy Davison were appointed in May 2008 and therefore their tenure as committee members will come to an end in May next year. For the Committee's information Councillor David Mason was appointed in 2010 and Tim Swarbrick in 2012 – so there positions will not need to be renewed for a further 2 and 4 years respectively.
5. In light of the above, it will be necessary to recruit for two new co-optee members (one Parish Councillor representative and one independent member) who will take over in May 2016. The Committee is requested to authorise the Monitoring Officer to progress and secure replacement co-optees through a recruitment process, although it should be noted that appointment to the positions will formally be carried out by Annual Council each May.

### Deputy Monitoring Officer

6. Although it was set out in the amendments that were made to the Constitution in May this year, it is worth re-iterating the two positions within the Council which cover standards related matters. Previously the Deputy Chief Executive was the Monitoring Officer and following her leaving an interim arrangement was in place with the South Somerset Monitoring Officer acting on behalf of East Devon – throughout the deputy Monitoring Officer was the Corporate Manager – Legal, Licensing and Democratic Services. Given the recent restructuring of the Council's Senior Management Team, the Monitoring Officer role now sits with the Strategic Lead (Legal, Licensing and Democratic Services) post (Henry Gordon Lennox) and the Deputy Monitoring role is carried out by the Principal Solicitor (Anita Williams).

# Agenda Item 11

Standards Committee

29 September 2015



Standards Committee Forward Plan 2015/16	
26 January 2016	Whistleblowing policy Review of public speaking arrangements Review of Code of Conduct complaints procedures Complaints update Forward Plan
22 March 2016	Review of the following; - Employee Code of Conduct - Relationship between officers and Members protocol Complaints update Forward Plan
First committee post 1 <sup>st</sup> May 2016	Annual report Complaints update Forwards plan

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