

To be Approved

Recommendation	Action	Appendix
3) Arrangements for Dealing with Misconduct Complaints	That a legal jurisdiction criteria test be introduced as a preliminary test to the process for determining complaints.	Appendix 4
4) Sanctions	That the sanction referred to in Article 10 of the Constitution 10.4(10) be removed.	
11) Other Matters Arising as a result of the Review	A flow chart and guide to explain the complex procedure of making a complaint be adopted.	Appendix 16

Work to be Progressed

[illegible]

Interests	<p>Members of this Council and Parish Councillors and Co-opted Members of relevant Parish Councils regarding the status of DPI's.</p> <p>b) The process be reviewed for pro-actively ensuring the Council's Register of Interests is reviewed on a regular basis; and that changes in circumstances are notified.</p> <p>c) A protocol be agreed with the Police in relation to allegations of a failure to declare a DPI.</p>	<p>Create process</p> <p>Appendix 2</p>
3) Arrangements for Dealing with Misconduct Complaints	<p>a) Ensure the scheme of delegation was up to date regarding the procedure for dealing with complaints.</p> <p>c) That the "local assessment criteria" test be reviewed.</p> <p>d) That consideration be given to enabling the Monitoring Officer to seek additional information from the Complainant and the Subject Member (or, if applicable, the Parish Clerk) before deciding how to deal with the complaint.</p> <p>e) That consideration be given to including in the arrangements for dealing with complaints process a delegation to the Monitoring Officer to seek to resolve the complaint locally/informally. With the addition of the word 'full' between provide and details at (a) and that 'or other close associates' be added after family members</p> <p>f) That consideration be given to adopting a procedure for Investigation of a Complaint. With the addition of the wording 'or a legal representative' at the end of 2.2.1</p> <p>g) That consideration be given to</p>	<p>Appendix 3</p> <p>Appendix 5</p> <p>Procedure for Assessment</p> <p>Appendix 6</p> <p>Appendix 7</p> <p>Appendix 8</p>

	updating the Hearing Panel Procedure.	
4) Sanctions	a) The range of sanctions available should be made clear in the complaints process and procedures.	Complaints process
5) Appeals against Decision	That the current appeal process be reviewed.	Review process
6) Independent persons	<p>a) Review the process and procedures for consulting of the Independent Person(s) in the complaints process, including local resolution (if adopted).</p> <p>b) Determine the process for consulting with the Independent Person(s) and how the issue of potential conflict of interest would be addressed.</p> <p>c) Consider the adoption of an Independent Person Protocol.</p> <p>d) Consider the adoption of an arrangement to share the use of Independent Persons with another principal Council, in the event of a conflict of interest.</p> <p>e) Ensure that (i) the provision of the Local Authorities (Standing Orders) (England) (Amendment Regulations) have been adopted; and that the Independent Persons are aware of their formal statutory role in advising the Council prior to any vote on whether to dismiss the Council's Head of Paid Service, Monitoring Officer and Chief Finance Officer. (ii) that the Constitution and relevant HR Policies and Procedures reflect the Regulations.</p>	<p>Review process</p> <p>Develop processes for consulting</p> <p>Appendix 9</p> <p>Find another authority to work with</p> <p>Add to constitution</p>
7) Register of Councillors interests	a) Review the Declaration of Interest Form in terms of potential data protection issues.	<p>Update form</p> <p>Appendix 1</p> <p>Appendix 10</p>

	<ul style="list-style-type: none"> b) Update the current guidance on the administration and declaration of Sensitive Interests. c) Introduce guidance to aid interpretation of the Declaration of Interests Form. d) Update the execution clause on the Declaration of Interests form. e) Determine a proportionate approach to introducing a revised Declaration of Interest Form and accompanying guidance 	<p>Appendix 11</p> <p>Appendix 12</p>
8) Procedure when Disclosable Pecuniary Interests Arise	Determine whether appropriate guidance and procedures were in place to address the process for withdrawal where DPI's arise.	Clarify in code of conduct Appendix 1
9) Dispensations	<ul style="list-style-type: none"> a) Review the current procedure relating to the grant of dispensations. b) Review the guidance provided to Parish Councils relating to the grant of dispensations. 	<p>Appendix 1</p> <p>Appendix 13</p> <p>Appendix 14</p>
10) Bias and Predetermination	<ul style="list-style-type: none"> a) Guidance and training provided to Members regarding bias and predetermination be reviewed. b) Subject to the removal of the words 'Consider the' at the start of the sentence and replacing 'in' with 'of' following inclusion so that the sentence reads - The inclusion in the Code of Conduct of an advisory note regarding pre-determination be considered. 	<p>Appendix 15</p> <p>Appendix 1</p>
11) Other Matters Arising as a result of the Review	<ul style="list-style-type: none"> b) The Complaint Form be updated to make it clear that the complaint would be shared with the Independent Person, the Subject Councillor, Group Leader (if relevant) and the Parish or Town Clerk (if relevant). 	<p>Appendix 18</p> <p>Update Constitution</p>

	<p>c) The Officers' Code of Conduct and specifically include the Principles of Public Life be updated;</p> <p>d) In the interests of consistency, if the Monitoring Officer Protocol was to be contained within the constitution then Protocols associated with the Head of Paid service and Chief Finance Officer should be included.</p> <p>e) The Member/Officer Protocol be reviewed:</p> <p>f) Including details regarding Member Gifts and Hospitality in the Code of Conduct be reviewed.</p> <p>g) The status of the Personal Interests Form be reviewed.</p> <p>h) Consistency between the Code of Conduct and Code of Good Practice for Planning be reviewed so as to ensure any amendments adopted following this review.</p> <p>i) The terms of reference of the Standards Committee be reviewed should the review outlined in the report be undertaken.</p>	<p>Create and include in Constitution</p> <p>review</p> <p>Appendix 1</p> <p>Workshop following annual meeting</p>
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