

STANDARDS COMMITTEE

6.30pm on Wednesday 22nd January 2020
Staincliffe Suite, 1 Belle Vue Square, Broughton Road, Skipton.

Committee Membership: Councillors Ireton (Chairman), Mercer, Metcalfe, Solloway and Whitaker.

Parish Council Representatives (non-voting): Michael Rooze and Robert Stead.

Independent Persons (non-voting): John Boumphrey, Peter Charlesworth and Roger Millin.

AGENDA

1. **Apologies for Absence**
2. **Confirmation of Minutes** – 6th November 2019 attached.
3. **Public Participation** – In the event that any questions/statements are received or members of the public attend, the public participation session will proceed for a period of up to fifteen minutes.
4. **Declarations of Interest** – All Members are invited to declare at this point any interests they have in items appearing on this agenda, including the nature of those interests.

(Note: Declarations should be in the form of:

a “***disclosable pecuniary interest***” under Appendix A to the Council’s Code of Conduct, or “***other interests***” under Appendix B or under Paragraph 15 where a matter arises at the meeting which relates to a financial interest of a friend, relative or close associate.

A Member of Council who has a disclosable pecuniary interest must leave the room and not take part in the discussion or vote. When declaring interests under Appendix B or Paragraph 15 of the Code, Members must move to the public seating area, not vote, and speak only if members of the public are also allowed to speak at the meeting.)

5. **Appointment of Parish Representatives** – Report of the Solicitor to the Council (Monitoring Officer)

Purpose of report – to update Members on the election of parish representatives.
6. **Member and Officer Protocol** – Report of the Solicitor to the Council (Monitoring Officer)

Purpose of report – to present an updated draft revised Member and Officer Protocol and to update the Committee on consultation responses received.

7. **Monitoring Report** – Report of the Solicitor to the Council (Monitoring Officer). Attached.

Purpose of report – to update Members following the last report to Committee on 13th March 2019 (report and appendix attached).

6. **Any other items** which the Chairman decides are urgent in accordance with Section 100B(4) of the Local Government Act, 1972.

Agenda Contact Officer:

Hannah Scales, Democratic Services and Scrutiny Officer

Tel: 01756 706423

E-mail: hscscales@cravendc.gov.uk

14th January 2020

If you would like this agenda or any of the reports listed in a different way that will accommodate your requirements, please telephone 01756 706235.

Recording at Council Meetings

Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to

- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and
- (ii) compliance with the Council's protocol on audio/visual recording and photography at meetings, a copy of which is available on request. Anyone wishing to record must contact the Agenda Contact Officer (details above) prior to the start of the meeting. Any recording must be conducted openly and not disrupt proceedings.

Emergency Evacuation Procedure

In case of an emergency or if the alarm sounds, leave the committee room and leave the building using the nearest available door. The assembly point is in the main square at the front entrance. An officer will take a roll call at that point. Please do not leave without telling the Chairman or the Democratic Services Section's representative.

STANDARDS COMMITTEE

6 November 2019

Present – Councillors Ireton (Chairman), Mercer, Metcalfe, Solloway and Whitaker.

Parish Representatives (non-voting): Robert Stead.

Independent Persons (non-voting): Peter Charlesworth and Roger Millin.

Officers – Solicitor to the Council (Monitoring Officer) and Democratic Services and Scrutiny Officer.

Apologies for absence were received from Michael Rooze and John Boumphrey.

Start: 6.30pm

Finish: 7pm

The minutes of the Committee's meeting held on 3 July 2019 were confirmed as a correct record and signed by the Chairman.

Minutes for Report

STN.364 **ANNUAL REVIEW OF COMPLAINTS RECEIVED BY THE COUNCIL**

The Solicitor to the Council (Monitoring Officer) submitted a report which updated Members on complaints handled by the Council in the period of 1 August 2018 to 31 July 2019.

Members noted the annual letter from the Ombudsman including the positive reduction of complaints and commented on the two upheld decisions. It was requested that details of the two upheld decisions be circulated to Members.

The Solicitor to the Council (Monitoring Officer) informed Members of an email received from a Parish Council Chair. The email addressed several concerns which included the lack of information in relation to service delivery levels at the Council and that there did not appear to be a system in place to record or monitor how long it takes for queries raised by the public to be fully dealt with.

Resolved – (1) That, the report contents including the reduction in complaints, improvements in procedure and cases handled by the Ombudsman's office are noted.
(2) That, the Committee made a recommendation for action with regards to an in-depth review of the complaints procedure and system.

STN.365 **ARRANGEMENTS FOR DEALING WITH COMPLAINTS –
IMPLEMENTATION OF RECOMMENDATIONS OF THE COMMITTEE ON
STANDARDS IN PUBLIC LIFE**

The Solicitor to the Council (Monitoring Officer) submitted a report which sought Members approval of the amended Arrangements for Dealing with Complaints document.

One Member suggested the omission of the word 'convenient' from section 9 of the Arrangements. Members also commented on the wording of section 7 of the Assessment Criteria which needed to be reviewed.

Resolved – (1) That, subject to the above amendments the revised Arrangements for Dealing with Complaints are approved.

STN.366 **MEMBER AND OFFICER PROTOCOL**

The Solicitor to the Council (Monitoring Officer) submitted a report which presented the Council's Member Officer Protocol in a view to commence a review to ensure the Protocol remained fit for purpose.

Members were reminded of the last extensive review of the Member Officer Protocol which was in 2015. Members took into account the current Protocol and suggestions from the Solicitor to the Council (Monitoring Officer) and agreed the need to update guidance, in particular, the procedure for contacting Officers and the addition of an email etiquette segment.

Resolved – (1) That, Members approved the consultation.

STN.367 **MONITORING REPORT**

The Solicitor to the Council (Monitoring Officer) submitted a report which updated Members following the last report to Committee on 3 July 2019.

Members were pleased to note that there were no complaints to report.

Resolved – (1) That the Monitoring Report to date is noted.

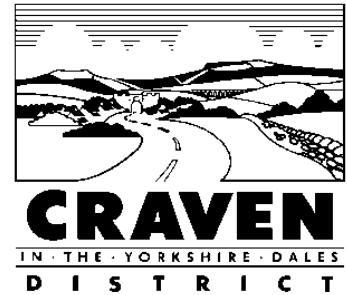
Minutes for decision

Chairman

**Standards Committee –
22nd January 2020**

Appointment of Parish Representatives

**Report of the Solicitor to the Council (Monitoring
Officer)**



Ward(s) affected: All

- 1. Purpose of Report** – to update Members on the election of parish representatives.
- 2. Recommendations** – Members are recommended to agree that:
 - 2.1 Parish Councils be invited to submit nominations for parish representatives;
 - 2.2 If more than two nominations are received a ballot of parish councils be held to select the two parish representatives who will go forward for confirmation by the Council.
- 3. Report**
 - 3.1 As Members will know, the Committee is comprised of five District Councillors, each with voting rights, together with up to four co-opted parish representatives (non-voting). The Committee is also supported by three independent persons, appointed by the Council.
 - 3.2 Since the resignation in June 2018 of Carleton-in-Craven Parish Councillor Richard Simpson and more recently Bradleys Both Parish councillor Veronicka Dancer, there are currently two parish vacancies.
 - 3.3 With 37 parish/town councils in the District of Craven and up to 270 councillors, it is important that the parish councils are fully represented on the Committee.
 - 3.4 The Solicitor to the Council (Monitoring Officer) is now proposing to invite parish councils to submit nominations for parish representatives and if more than two nominations are received, that a ballot be held.
 - 3.5 A copy of the proposed timetable for the appointment of two parish representatives is attached at Appendix A.
- 4. Financial and Value for Money Implications**
 - 4.1 There are no financial implications arising directly from the report.

5. Legal Implications

5.1 There are no legal implications arising directly from the report.

6. Contribution to Council Priorities

6.1 Not applicable.

7. Risk Management

7.1 Not applicable.

8. Equality Impact Analysis

8.1 Not applicable.

9. Consultations with Others

9.1 None.

10. Background Documents

10.1 None.

11. Appendix

Appendix A – Proposed timetable

12. Author of the Report

Annette Moppett, Solicitor to the Council (Monitoring Officer)

Telephone: 01756 706325

E-mail: amoppett@cravendc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

CRAVEN DISTRICT COUNCIL

STANDARDS COMMITTEE

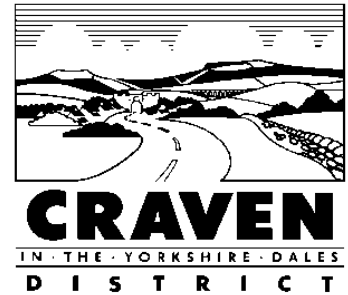
PROPOSED TIMETABLE FOR THE APPOINTMENT OF PARISH REPRESENTATIVES

ACTION TO BE TAKEN	DATES BY WHICH ACTION TO BE COMPLETED
Parishes invited to submit nominations	3 rd February 2020
Nomination period	3 rd February 2020 – 2 nd March 2020
Closing date for nominations	2 nd March 2020
Send out ballot papers to Parish Councils	9 th March 2020
Voting period	9 th March 2020 – 20 th April 2020
Closing date for receipt of ballot papers	20 th April 2020
Count of votes and declaration of result	20 th April 2020 (12.15pm)
Successful candidates offered appointment	21 st April 2020
Council confirms appointment	28 th April 2020

Standards Committee –
22nd January 2020

Member and Officer Protocol

Report of the Solicitor to the Council (Monitoring Officer)



Ward(s) affected: All

1. **Purpose of Report** – to present an updated draft revised Member and Officer Protocol and to update the Committee on consultation responses received.
2. **Recommendations** – Members are recommended to:
 - 2.1 Consider the amended draft revised Member and Officer Protocol and the consultation responses received;
 - 2.2 Recommend the adoption of the draft revised Protocol or otherwise.
3. **Report**
 - 3.1 At its last meeting, this Committee began a review of the current Member and Officer Protocol (2015).
 - 3.2 The Solicitor to the Council (Monitoring Officer) was asked to update the Protocol to:
 - Reflect the new arrangements for accessing the council offices at Belle Vue Square (section 6);
 - Include the mandatory training requirements for members of Planning and Licensing Committee (section 11);
 - Reflect current job titles etc.
 - 3.3 These amendments have been made and a draft revised Member and Officer Protocol is appended to this report as Appendix A, for further consideration. The Information Governance Manager is reviewing both section 6 and section 12 (Members' access to information and Council documents and data information) and his comments will be presented to the Committee.
 - 3.4 The Committee also resolved that the current Protocol be circulated to the Council's Corporate and Senior Leadership Teams and also all Councillors for consultation purposes. All consultees were asked to provide any comments before the date of this meeting and all responses received will be presented to the Committee.

- 3.5 The Human Resources Manager has advised that the core values listed in section one should include the new value '*Customer focus – putting the customer at the heart of what is delivered*'. This has now been added.
- 3.6 The Communications, Customer Services and Partnerships Manager has suggested that a section is added to the Protocol setting out the procedure for the release of information to the media, which many Councils do include. Whilst the Council does have a standalone PR Protocol, it would be good practice to include the key messages in the Member and Officer Protocol.
- 3.7 The report author has prepared a new section for the Committee to consider and inserted it into the draft revised Protocol as section 14. A copy has also been shared with the service manager for her comments.

4. Financial and Value for Money Implications

- 4.1 There are no financial implications arising directly from the report.

5. Legal Implications

- 5.1 There are no legal implications arising directly from the report.

6. Contribution to Council Priorities

- 6.1 Not applicable.

7. Risk Management

- 7.1 Not applicable.

8. Equality Impact Analysis

- 8.1 Not applicable.

9. Consultations with Others

- 9.1 Corporate and Senior Leadership Teams; all Councillors.

10. Background Documents

- 10.1 None.

11. Appendix

Appendix A – draft revised Member and Officer Protocol

12. Author of the Report

Annette Moppett, Solicitor to the Council (Monitoring Officer)
Telephone: 01756 706325
E-mail: amoppett@cravendc.gov.uk

Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

MEMBER AND OFFICER PROTOCOL

Forward from the Chairman of Standards Committee, Councillor David Ireton:

This protocol seeks to maintain and enhance the reputation and integrity of the Council and establish a set of principles to assist Members and Officers to work together.

It recognises the importance of Members and Officers close working relationship and the importance of mutual respect of each other to effectively undertake the Council's work.

1. Introduction

The purpose of this protocol is to guide Councillors (here called Members) and Officers in their relationship with one another.

This protocol also reflects the Codes of Conduct which apply to Members and Officers.

The Council's Values should be at the heart of everything that Members and Officers do. The Values are:

- I. Treat everyone with respect
- II. Act with integrity and honesty
- III. Show commitment and flexibility
- IV. Strive for improvement and excellence

IV.V. Customer focus – putting the customer at the heart of what is delivered

2. The Role of Members and Officers

Both Members and Officers serve the public but they have distinct roles.

Role of Members

Members are responsible to their electorate and serve only so long as their term of office lasts. All Members have responsibilities to determine the policy of the Council, monitor its performance, represent the Council externally and act as advocates on behalf of their constituents. Chairs and vice-chairs of Select and other committees may also have additional responsibilities. However, all Members have the same rights and obligations in their relationship with Officers and should be treated equally.

Role of Officers

Officers are responsible to the Chief Executive. Their job is to give full and impartial advice to Members and the Council and to carry out the Council's work under the direction and control of the Council, its committees and sub-committees. All Officers should give every assistance to Members carrying out their various roles. Officers have a duty to keep Members fully

informed about developments of significance in relation to Council activities, particularly in relation to matters relevant to a Member's Ward.

3. Member Officer relations

One of the key issues addressed by this protocol is the question of Member Officer relations. Mutual trust and respect should be the key aim of both Members and Officers, as it is essential for good local government.

Obtaining grants or favours

The Code of Conduct for Members emphasises the need for Members to avoid behaviour which could be viewed as conferring an advantage or disadvantage on an Officer. Members should not seek personal favours from Officers. Officers should not be tempted to give favours to please a Member. An example of favour seeking would be asking whether a Member's parking ticket could be withdrawn or whether an application for a service could be expedited.

Officers should not seek to circumvent agreed staff consultative procedures by lobbying Members on matters which directly concern them as employees.

Member involvement in Officer issues

Issues relating to the appointment, management and dismissal of most Officers are reserved by law to the Chief Executive and Officers appointed by him. Member involvement in employment issues generally, including where they relate to senior officers is set out in the Local Authorities (Standing Orders) (England) Regulations 2001 and within the Council's constitution.

Where an Officer is also a constituent it may be proper for the Member to make written or oral representations to the relevant chief officer, or disciplinary hearing, but the Member should not take a proactive part representing or in any other way advocating on behalf of such an Officer in any disciplinary procedures taken by the Council against the Officer.

Personal familiarity

Personal familiarity between Members and Officers can undermine public confidence in the Council. It is acknowledged that some close relationships will inevitably develop, particularly when Officers and chairs of committees work closely together. It is important that close relationships between Members and Officers are openly declared and should never be allowed to become so close, or appear to be so close, as to bring into question the Officer's ability to deal impartially with other Members and other party groups, nor to undermine public trust and confidence in the Council. Where possible Members and Officers who have close personal relationships should try to avoid coming into contact on projects and in the day-to-day business of the Council and should be aware of the public perception.

Courtesy

Members and Officers should be courteous to each other at all times even if they disagree strongly with each other's views.

Harassment, discrimination, victimisation and bullying

Members and Officers must not harass, discriminate, victimise or bully any person. Harassment, discrimination, victimisation or bullying may be characterised as offensive, intimidating, malicious, insulting or humiliating behaviour. Such behaviour may happen once or be part of a pattern of behaviour directed at a person whom the Member or Officer has some actual or perceived influence over.

Bad relations between Members and Officers can be equally destructive to good governance. Members may from time to time become frustrated by what they regard as unacceptable or incompetent Officer behaviour. Sometimes even when these feelings may be justified, Members should be courteous at all times. Sometimes there may be a legitimate reason why Member expectations cannot be met, for example because of a Council policy or a legal requirement such as confidentiality.

However, Members should take up their concerns through the procedure described in this protocol, rather than through public criticism. They should remember that Officers are instructed not to 'answer back' in public. Attacking an Officer's conduct in public can constitute bullying, as can undue pressure brought by either Members or Officers in private.

Lines of communication between Members and Officers

It must be remembered that Officers within a service are accountable to their Service Manager. Service Managers are responsible for the allocation of work to, and the prioritising of work by, their staff.

Members should direct enquiries to staff through Service Managers, or if the matter is routine at least the Service Manager informed by copying the manager in on correspondence or emails.

Particular care needs to be taken to maintain appropriate lines of communication. Members and Officers are reminded that in an open plan office environment certain standards are expected to be maintained. In particular, meetings should not be held at workstations. Members and Officers should use the meeting facilities provided and sensitive or confidential issues should not be discussed in the open plan environment.

Officers should always seek to assist Members but in so doing they must not go beyond the authority they have been given by their Service Manager under the Scheme of Delegation.

4. Officer's advice on disclosable pecuniary and other interests

The Council's Monitoring Officer and Deputy Monitoring Officer will provide advice to Members on declarations of disclosable pecuniary interests and other interests set out in the Code of Conduct for Members. However, Members will know the nature and extent of any interest they may have. It is the Member who must decide whether any interest should be declared. Officers will, when requested to do so, respect Member's confidentiality when providing advice on declarations of interests but may otherwise draw to a Member's attention the need to declare a known interest.

5. Gifts and hospitality

Members and Officers should not compromise their position by accepting any gifts or hospitality which may give the impression that they might be, or might be thought by others to have been, influenced in making an important decision as a consequence.

Members and Officers must register any gifts or hospitality given to them, or to their partner, in connection with their official duties and worth £25 or over. The register is maintained by the Monitoring Officer and a copy of the register is available for public inspection and will be published on the Council's website.

6. Visits to offices by Members

Members are very welcome to visit the Council's offices at any time. In the case of unannounced visits to front line services (one to which the public have direct access), Members should take care not to disrupt the service unreasonably.

Arranging an agreed time to meet with an Officer is a better way of working than arriving at an Officer's desk.

Members are advised that they carry some personal responsibilities to ensure health and safety standards are maintained at all times when on Council premises and also for their private guests. Members are also advised that their private guests also have personal responsibilities regarding health and safety.

7. Reports

Officer's reports should contain clear, evidence-based advice as to why a course of action is being recommended. The report should lay out all relevant factors for the decision maker, and examine all alternatives in an even handed way. Officers should include even unpopular options if they feel they are relevant. From time to time corporate advice is given to Officers on report writing and they should take care to follow it.

Members can refuse to agree recommendations and table amendments to any recommendations. Members should be clear about the reasons for making alternative recommendations, and any amendments or recommendations proposed at a meeting should have a clear and rational basis, which is accessible to the public.

Where there is disagreement about the right course of action, it is always good practice for this to be open with both opinions available for discussion. Sometimes, in the course of preparing reports, these disagreements can be reconciled. However, it is always poor practice to bring pressure to bear on Officers unwilling to amend their professional judgement, and in some cases, this could be construed as bullying.

In relation to action between meetings, it is important to remember that the law only allows for decisions (relating to the discharge of any of the Council's functions) to be taken by the Council, a committee, a sub-committee or an Officer. It is good practice for the Chairman and chairs of committees to be briefed by Officers in advance of meetings and to plan agendas for meetings.

8. Briefings and other meetings

Corporate Leadership Team will ensure that all Chairmen and Vice-Chairmen receive timely briefings on matters relevant to their committee or sub-committee.

Where a question is asked of a Chairman or Lead Member at the Council Meeting, Corporate Leadership Team will ensure that the Member has the necessary information to respond to that question either at the meeting or by way of timely written response, as necessary.

9. Officer advice to party groups

There is statutory recognition for party groups and the Council recognises the importance of party group meetings to ensure the effective conduct of Council business at meetings. The Council will make appropriate facilities available for party group meetings following a request to the Member Services Manager.

It is common for such groups to give preliminary consideration to matters of Council business in advance of these matters being considered by the relevant decision making body. The opposition groups may seek support to enable them to function as an effective opposition on the bodies on which they sit.

Corporate Leadership Team may properly be called upon to provide support and contribute to such deliberations by party groups, provided they maintain a stance which is politically impartial. Senior Officers should be required to give information and advice to political groups on matters relating to the Council's functions only and not on matters which are primarily issues of party politics or political strategy. It is important that the political neutrality of Officers is preserved.

Attendance at group meetings should normally be restricted to Corporate Leadership Team. If other Officers are required to attend this should be organised by the Chief Executive. Party members should seek to avoid involving the Officer(s) in political debate.

These meetings are confidential, to allow the free expression of views, and Officers must be careful to maintain confidentiality. If a meeting is offered to, or requested by, one party group, it will be offered to all Members. Similarly, final written reports and other information, other than of a routine or trivial nature, given to all party groups, will be offered to all Members.

10. Support services for Members

The role of Officers is to assist Members in discharging their role as Members of the Council for council business and in their role as advocates for local communities. Officers should not be used in connection with party political campaigning or for private purposes.

Council resources (for example, stationery and photocopying) may only be used for council business or when they are directly required for any office to which the Member has been elected or appointed by the Council.

Support to Members is a resource, which is subject to the same budget pressures as any other. Given its importance to how effective Members can be, it is essential that its allocation is agreed to be fair and proportionate to the duties of all groups of Members.

Direct support is provided by Democratic Services. Information technology support is provided by Information Services. From time to time, training and guidelines on the proper and effective

use of Council supplied IT resources will be issued. Requests for further assistance or clarification should be referred in the first instance to the [Member Democratic Services Manager](#).

11. Member training programme

The Council runs a Member training programme which is coordinated through the Democratic Services team. The programme reflects the obligation on all parts of the Council to ensure that all Members are able to achieve their full potential in the position to which they have been elected. When this is achieved, it benefits the Council as a whole and the people of the District but it also improves the mutual understanding of Members and Officers. _____

[Members and substitute Members of both Planning Committee and Licensing Committee are required to undertake mandatory training. For further information, see Part 3 – Responsibility of Functions in the Council Constitution.](#)

Further advice on support for Members can be obtained from Democratic Services.

12. Members' access to information and Council documents and data information

Members often require access to information to carry out their work in decision making, scrutiny and representing their constituents. Officers should always process such requests promptly. Officers are required to ensure that the information requested can be released. In some cases they will need to consult their Service Manager or a third party who may hold the information, which may cause some delay.

The process for obtaining information is set out in the 'Access to Information' rules in the Council's constitution. Advice on the legal framework can be obtained from the Monitoring Officer.

This common law right of Members is based on the principle that any Member has a *prima facie* right to inspect Council documents so far as his/her access to the documents is reasonably necessary to enable the Member properly to perform their duties as a Member of the Council. The principle is commonly referred to as the 'need to know' principle and it is well established that a Member has no right to a 'roving commission' to go and examine documents of the Council. The crucial question to be determined of the 'need to know' and this question must initially be determined by the particular Chief Officer whose service holds the document in question (with advice from the Monitoring Officer).

In some circumstances (for example, Select Committee or a Committee Member wishing to inspect documents relating to the functions of their Committee) a Member's 'need to know' will normally be presumed, and also where the Member is representing a constituent within his/her ward, although in these cases there may be legal reasons restricting the information that can be produced. In other circumstances (for example, a Member wishing to inspect documents which contain personal information about a third party) a Member will normally be expected to justify the request in specific terms in writing.

Guidance on holding and processing data to comply with the Data Protection Act is provided by Information Services. Registration is coordinated by Information Services, but Members should be aware that they are personally responsible under the Act, and should take care to follow any guidance issued.

Confidentiality

Sometimes information will be supplied in confidence and paragraph 5 of the Code of Conduct for Members makes it clear that such information should not be disclosed without the consent of a person authorised to give it, unless the Member is required by law to do so.

Members are reminded that there is an agreed process set down in the Freedom of Information Act for applying for the release of information. Further details of this are available on the Council's website.

13. Operation of the Select Committee and its Sub-Committees

The Select Committee and its Sub-Committees may require Officers and Members to attend and provide any information required to answer questions. It is the duty of any Officer or Member to attend and answer questions (other than those which he or she would be entitled to refuse to answer in a court of law) if the Select Committee and its Sub-Committees so request.

Members should adopt an inquisitorial (information seeking) approach to questioning rather than a confrontational one. They may be firm and assertive, but adopting a facilitative and exploratory way of working should generate an atmosphere in which Members and Officers can explore issues openly and honestly. Under no circumstances should Members adopt a rude or aggressive style.

Officers should provide all relevant information in their possession and they should use their best efforts to make sure that they possess all relevant information. They should never seek to conceal or improve inconvenient facts, and more senior officers, or other Members should never attempt to persuade them to do so.

Reports of Select Committee, while drafted by Officers, are the reports of the Committees themselves and there is nothing improper in Members of those Committees asking for draft reports to be amended.

14. Release of information to the media

Press releases will be prepared by the Communications Officer in conjunction with the Chief Executive or most appropriate member of CLT. They must be signed off by the Lead Member or Chairman before being issued. The press release may include a statement from the Lead Member or chairman.

Press releases on routine service issues may be authorised by the relevant member of CLT and will include a factual quotation from the appropriate senior officer.

Copies of all press releases will be circulated as appropriate internally to all Members and CLT and externally to [INSERT DETAILS]. Press releases will include the contact details of the local Member where the release relates to a specific local area, in order to allow the local Member to be contacted by the press for comment regarding the issue.

The Council's PR Protocol is published on the Council website and Members and Officers should familiarise themselves with the content.

154. Ceremonial events

Civic ceremonial events will be led by the Chairman or the Deputy Chairman with the leaders of all political groups and other local Members informed or invited as appropriate.

165. When things go wrong

Procedure for Officers

It is always preferable to resolve matters informally, through an appropriate senior manager. The Officer should raise the matter with their Line Manager or Corporate Leadership Team Lead, as appropriate. The Line Manager/CLT Lead will discuss the matter informally with the Member and their Group Leader. The advice of the Monitoring Officer may be sought.

If the matter cannot be resolved informally, the Officer may refer the matter to the Monitoring Officer for consideration. The Officer and Member will be kept informed of progress and the action to be taken (subject to issues of confidentiality).

Procedure for Councillors

Where a Member is dissatisfied with the conduct of an Officer, and they have been unable to resolve the issue, the Member should raise the issue with the Officer's Line Manager or CLT Lead as appropriate. If the issue cannot be resolved informally, the issue will be dealt with in accordance with the Council's employment procedures and policies, the Officer Employment Procedure Rules and/or the Statutory Officer Protocols if applicable. The Member and Officer will be kept informed of progress and the action taken (subject to issues of confidentiality).

167. Review

The Standards Committee and the Monitoring Officer will jointly keep the protocol under review and make recommendations for changes as appropriate.

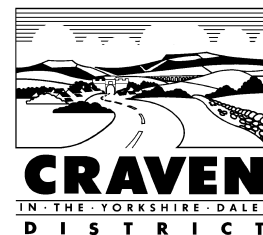
The protocol will be reviewed every two years.

Version	Revision	Reviewer	Date

Standards Committee –

22nd January 2020

Monitoring Report



Report of the Solicitor to the Council (Monitoring Officer)

Ward(s) affected: All

1. **Purpose of Report** – To update Members following the last report to Committee on the 6th November 2019.
2. **Recommendations** – Members are asked to note the contents of the report.
3. **Report**
 - 3.1 The usual monitoring report is attached at Appendix A.
 - 3.2 A verbal update will be given at the meeting, if required.
4. **Implications**
 - 4.1 **Financial Implications** – None arising directly from the report.
 - 4.2 **Legal Implications** – None arising directly from this report.
 - 4.3 **Contribution to Council Priorities** – Not applicable.
 - 4.4 **Risk Management** – Not applicable.
 - 4.5 **Equality Analysis** – Not applicable.
5. **Consultations with Others** – None.
6. **Access to Information: Background Documents** – Not applicable.
7. **Author of the Report** – Annette Moppett, Solicitor to the Council (Monitoring Officer); telephone 01756 706325; e-mail: amoppett@cravenc.gov.uk.
8. **Appendices** –
Appendix A – Monitoring report

Date complaint received	Reference	Status	Alleged Breach
9 th December 2019	TBC	With the DMO (annual leave 19 th December 2019 to the 13 th January 2020)	Parish Councillors Improperly conferring an advantage and/or breach of five of the principles of public life; Failing to declare an interest and/or taking part in a matter in which the Councillor had an interest.