

STANDARDS COMMITTEE

6.30pm on Wednesday 11th March 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** – 22nd January 2020 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. **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.
6. **Review of the Integration of the ‘7 Principles of Public Life’** – Report of the Solicitor to the Council (Monitoring Officer)
Purpose of report – to consider the integration of the 7 Principles of Public Life across the Council.

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

Purpose of report – to present a draft Standards Bulletin for the municipal year 2019-2020.

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

Purpose of report – to update Members following the last report to Committee on the 22nd January 2020.

9. **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: hcales@cravenc.gov.uk

3rd March 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

22 January 2020

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

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

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

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

Apologies for absence were received from Councillors Mercer and Solloway.

Start: 6.30pm

Finish: 7pm

The minutes of the Committee's meeting held on 6 November 2019 were confirmed as a correct record and signed by the Chairman.

Minutes for Report

STN.368

APPOINTMENT OF PARISH REPRESENTATIVES

The Solicitor to the Council (Monitoring Officer) submitted a report which updated Members on the election of parish representatives.

Members were reminded of the Standards committee structure, five District Councillors each with voting rights, together with up to four co-opted parish representatives (non-voting) and three independent persons. Since the resignation of parish representatives Richard Simpson and Veronicka Dancer there were two parish vacancies. In light of this, the Solicitor to the Council (Monitoring Officer) proposed to invite parish councils to submit nominations for parish representatives and if more than two nominations were received, that a ballot be held.

A revised copy of the proposed timetable for the appointment of two parish representatives was circulated and Members noted the allowance of a two-month interim before appointment confirmation at Council on the 26th of May 2020.

Resolved – (1) That, Parish Councils are invited to submit nominations for parish representatives; and
(2) That, 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.

STN.369

MEMBER OFFICER PROTOCOL

The Solicitor to the Council (Monitoring Officer) submitted a report which presented an updated draft revised Member Officer Protocol and updated the Committee on consultation responses received.

Members were reminded that at its previous meeting the Committee began a review of the current Member and Officer Protocol (2015). The updates to the Protocol included reflecting current job titles, new arrangements for accessing the council offices at Belle Vue Square (section 6) and adding the mandatory training requirements for members of Planning and Licensing Committee (section 11).

The Solicitor to the Council presented consultee comments from the Human Resources Manager and the Communications, Customer Services and Partnerships Manager. With these comments in mind the Solicitor to the Council (Monitoring Officer) had inserted a new section (section 14) into the draft revised Member and Officer Protocol for Members consideration. Comments received from District Councillors Brown, Heseltine and Solloway were also circulated for Members consideration.

Members carefully considered the draft revised Member and Officer Protocol and were mindful of consultee comments. Members discussed in length a number of suggestions and amendments which included the strengthening of wording and additional information.

- Resolved** – (1) That, the amended draft revised Member and Officer Protocol and the consultation responses received are considered; and
- (2) That, the draft revised Protocol is amended to reflect Members and Consultees suggestions and is presented to Committee for further consideration.

STN.370

MONITORING REPORT

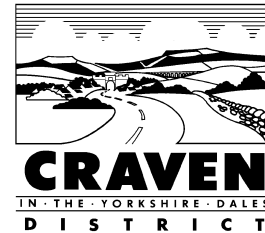
The Solicitor to the Council (Monitoring Officer) submitted a report which updated Members on the Code of Conduct complaints received following the last report to Committee on 6 November 2019.

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

Minutes for decision

Chairman

Standards Committee – 11th March 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.
2. **Recommendations** – Members are recommended to:
 - 2.1 Consider the amended draft revised Member and Officer Protocol; and
 - 2.2 Recommend the adoption of the draft revised protocol or otherwise.
3. **Report**
 - 3.1 At its last meeting, this Committee discussed in detail the draft revised Member and Officer Protocol and considered a number of consultation responses received.
 - 3.2 The Solicitor to the Council (Monitoring Officer) was asked to revise the draft Protocol, taking into account the Committee's comments.
 - 3.3 The Information Governance Manager has also now provided his comments on section 6 (*visits to offices by Members*) and section 12 (*Members' access to information*) and these have been incorporated into the working document.
 - 3.4 A draft revised Member and Officer Protocol is attached to this report as Appendix A, for further consideration.
4. **Implications**
 - 4.1 **Financial and Value for Money Implications** – There are no financial implications arising from this report.
 - 4.2 **Legal Implications** – There are no legal implications arising from this report.
 - 4.3 **Contribution to Council Priorities** – Improving how the Council governs its business.
 - 4.4 **Risk Management** – Not applicable.

- 4.5 **Equality Analysis** – Not applicable.
- 5. **Consultations with Others** – Members, Corporate Leadership Team and Senior Leadership Team.
- 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.

Members are invited to contact the Monitoring Officer in advance of the meeting with any detailed queries or questions.

- 8. **Appendices** –
Appendix A – Amended draft revised Member and Officer Protocol

MEMBER AND OFFICER PROTOCOL

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

The aim of this protocol is to promote and encourage positive and effective co-operation between Members and Officers – both serve the public but do have distinct roles. The protocol establishes a set of principles to assist Members and Officers to work together.

1. Introduction

The purpose of this protocol is to guide 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. These Values are:

- I. Treat everyone with respect
- II. Act with integrity and honesty
- III. Show commitment and flexibility
- IV. Strive for improvement and excellence
- 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 as such should be treated equally.

Role of Officers

Officers are responsible to the Chief Executive.

The role of Officers with regards to Members, is to give professional advice in order to assist Members in making decisions and then to carry out the actions necessary to give effect to all lawful decisions of Members. The Council operates an 'alternative committee system' and

therefore no single Member can instruct an Officer – such instructions must come from a Council or Committee resolution.

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, in all forms of communication (this includes e-mail), 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 directly or on social media. 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. 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. 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.

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

Members do not have unlimited access to Council offices, and may only visit Council premises when Officers are present. All Members are able to access the designated Council meeting rooms on the ground floor of Belle Vue Square for the purpose of attending meetings of the Council or Committees, and are provided with a building pass for that purpose.

All Members are asked to sign a receipt for their building passes and must abide by the conditions attached to the pass.

Certain named Members are also given access to the staff working areas, and it is a better way of working to arrange an agreed time to meet with an Officer rather than arriving unannounced at an Officer's desk.

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 follow recommendations and table amendments to any recommendations but if they do so, they should give clear reasons why they are not following the recommendation (these reasons to be minuted). 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. It is just as important for Officers to remember that it is Members who make will make the decision.

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 Chair and chairs of committees to be briefed by Officers in advance or 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 Chair 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 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.

The Council's Data Protection Officer provides Members with guidance covering the handling of personal data. Similar guidance is provided to Officers covering the provision of personal data to Members. It is important that this guidance is followed as both the Council and Members have legal obligations in relation to personal data that must be respected. If Members need advice in a particular case, they should consult the Data Protection Officer.

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 and Environmental Information Regulations for the release of information. Further details of this are available on the Council's website.

Where a Member believes that they may be acting in the Public Interest to disclose confidential information they should consult the Monitoring Officer **before** actually making any such disclosure.

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 Chair before being issued. The press release may include a statement from the Lead Member or Chair. 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.

15. Ceremonial events

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

16. 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 HR Policies and Procedures if appropriate.. The Member and Officer will be kept informed of progress and the action taken (subject to issues of confidentiality).

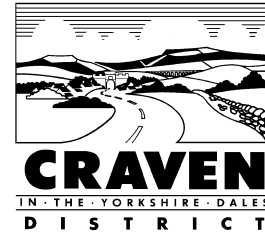
17. Review

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
V2		Standards Committee	

Standards Committee –
11th March 2020



The ‘7 Principles of Public Life’

Report of the Solicitor to the Council (Monitoring Officer)

Ward(s) affected: ALL

1. **Purpose of Report** – to consider the integration of the 7 Principles of Public Life across the Council.
2. **Recommendations** – Members are recommended to:
 - 2.1 Note the content of the report; and
 - 2.2 If necessary, agree action(s) to further embed the ‘7 Principles of Public Life’ across the Council.
3. **Report**

Background

- 3.1 The ‘7 Principles of Public Life’ (‘the Principles’) are a set of behaviour principles which apply to anyone who holds a position of public office. They are also known as the ‘Nolan Principles’ after Lord Nolan who in 1994, chaired the newly established Committee on Standards in Public Life which is responsible for making recommendations to improve the standards of behaviour of those holding positions of public office.
- 3.2 The 7 Principles are:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership

These principles are interwoven and co-exist to provide an ethical framework – no one principle has greater importance than another and equal value and consideration should be given to each.

Report

- 3.3 One of the Committee's roles is to actively promote the Principles and to periodically review whether the Council has adequate processes in place which embed these Principles and put them at the heart of conduct and decision-making.
- 3.4 Everyone, including Members, officers, volunteers and contractors are expected to adhere to the Principles and as such, they are included in both Codes of Conduct.
- 3.5 Last year, the Democratic Services and Scrutiny Officer produced a poster highlighting the Principles and posted copies on all communal notice boards across the Council. A copy of this poster is attached as Appendix A.
- 3.6 Members are asked to consider whether there is anything more the Committee could or should do to actively promote the 7 Principles of Public Life.

4. Implications

- 4.1 **Financial and Value for Money Implications** – There are no financial implications arising from this report.
- 4.2 **Legal Implications** – There are no legal implications arising from this report.
- 4.3 **Contribution to Council Priorities** – Improving how the Council governs its business.
- 4.4 **Risk Management** – Not applicable.
- 4.5 **Equality Analysis** – Not applicable.
- 5. **Consultations with Others** – Members, Corporate Leadership Team and Senior Leadership Team.
- 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.

Members are invited to contact the Monitoring Officer in advance of the meeting with any detailed queries or questions.

- 8. **Appendices** –
Appendix A – Amended draft revised Member and Officer Protocol

Public Life's 7

Principles

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

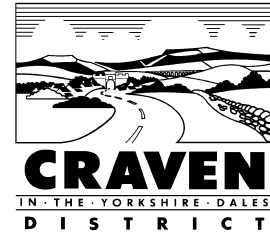
Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Standards Committee –
11th March 2020



Standards Bulletin 2019-2020

Report of the Solicitor to the Council (Monitoring Officer)

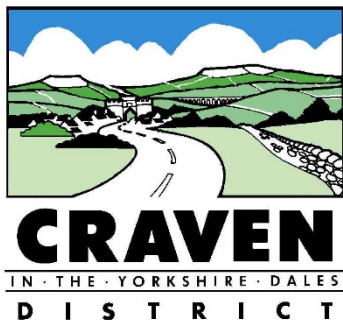
Ward(s) affected: ALL

1. **Purpose of Report** – To present a draft Standards Bulletin for the municipal year 2019-2020.
2. **Recommendations** – Members are recommended to:
 - 2.1 Consider the draft Standards Bulletin and subject to any comments Members may have, approve for publication and circulation.
3. **Report**
 - 3.1 The Localism Act 2011 places a duty on the Council to promote and maintain high standards of conduct. Producing an annual standards report and sharing with all councillors across the district, is a positive way for the Committee to continue to promote high standards of conduct.
 - 3.2 The draft Standards Bulletin for this municipal year is attached as Appendix A and Members are asked to consider the Bulletin with a view to approving it for publication and circulation.
4. **Implications**
 - 4.1 **Financial and Value for Money Implications** – There are no financial implications arising from this report.
 - 4.2 **Legal Implications** – There are no legal implications arising from this report.
 - 4.3 **Contribution to Council Priorities** – Improving how the Council governs its business.
 - 4.4 **Risk Management** – Not applicable.
 - 4.5 **Equality Analysis** – Not applicable.
5. **Consultations with Others** – Not applicable.

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@cravendc.gov.uk.

Members are invited to contact the Monitoring Officer in advance of the meeting with any detailed queries or questions.

8. **Appendices** –
Appendix A – Draft Standards Bulletin 2019-2020



STANDARDS COMMITTEE BULLETIN 2019

FOREWORD BY THE CHAIRMAN OF STANDARDS COMMITTEE

Councillor David Ireton

MEMBERSHIP OF THE COMMITTEE

The Standards Committee is:

- Five District Councillors (other than the Leader and Deputy Leader and appointments are politically proportionate).
- Four parish representatives who are members of a Parish Council in the District and (who are appointed by Council, usually following a ballot).
- Three independent persons who are not councillors or employees of the Council or any body with a Standards Committee to ensure impartiality. Independent Persons are an important part of the Committee, an independent voice assisting the Monitoring Officer to make concise decisions and promote high standards.

The current membership is:

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

Parish Council Representatives (non-voting): Michael Rooze and Robert Stead. Independent Persons (non-voting): John Bournemouth, Peter Charlesworth and Roger Millin.

There are currently two Parish Council vacancies on the Committee and the closing date for nominations is 30th March 2020.

WORK PROGRAMME

The Committee has continued its work reviewing the local codes and protocols contained in the Council's Constitution.

In March 2020, the Committee completed a detailed review of the Council's Member Officer Protocol to ensure the Protocol continues to be fit for purpose.

A consultation took place, amendments were discussed at length which included updates regarding job titles, new arrangements for accessing the Council offices at Belle Vue Square, the procedure for contacting Officers, the addition of an email etiquette segment and the addition of mandatory training requirements for Members of Planning and Licensing Committee.

In November 2019, the Committee also approved an update to the Arrangements for Dealing with Complaints to reflect and implement the recommendations of the Committee on Standards in Public Life.

The Committee continued to monitor the code of conduct complaint handling.

Since the resignation of Parish Representative Richard Simpson, the current year saw the resignation of Parish Representative Veronicka Dancer. Members agreed to invite the submission of nominations for two Parish Representatives. The confirmation of the two new Parish Representatives is scheduled for the 26th May 2020 Council Meeting.

ANNUAL REVIEW OF COMPLAINTS

The Committee was updated on all complaints received by the Council between 1st August 2018 and 31st July 2019. The Annual Letter from the Ombudsman was received and emphasised the positive reduction in complaints during the period. It was noted that the Ombudsman had upheld two upheld complaints and summary details were circulated to Members of the Committee.

Following a request from a member of the public, the Committee asked Select Committee that an in-depth review of the complaints procedure and system took place which remains yet to commence.

POINT OF INTEREST

On 10th February 2020 the Committee on Standards in Public Life published its report and recommendations to the Prime Minister regarding Artificial Intelligence (AI) technology with a view to ensure that high standards of conduct are upheld as technologically assisted decision making is adopted more widely across the public sector.

Jonathan Evans, Chair of the Committee on Standards in Public Life said:

"Artificial Intelligence - and in particular, machine learning - will transform the way public sector organisations make decisions and deliver public services. Demonstrating high standards will help realise the huge potential benefits of AI in public service delivery. However, it is clear that the public need greater reassurance about the use of AI in the public sector."

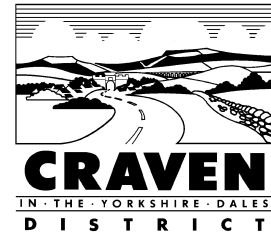
"This new technology is a fast-moving field, so government and regulators will need to act swiftly to keep up with the pace of innovation. By ensuring that AI is subject to appropriate safeguards and regulations, the public can have confidence that new technologies will be used in a way that upholds the Seven Principles of Public Life."

Source: <https://www.gov.uk/government/organisations/the-committee-on-standards-in-public-life>

Standards Committee –

11th March 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 22nd January 2020.
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	Preliminary view that the matter is outside the Code of Conduct shared with the complainant on the 29 th January 2020. No further action unless the complainant submits further information	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.