

DCLG Item of Best Practice	Area effected	Action Required	Action/s	Deadline	Responsible Officer/Team
<p>Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.</p>	Code of Conduct	Yes	Code of Conduct to be updated.	25 February 2020	Monitoring Officer
<p>Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by councillors.</p>	Code of Conduct	Yes	Code of Conduct to be updated.	25 February 2020	Monitoring Officer
<p>Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.</p>	Code of Conduct	Yes	To update the Code of conduct in line with BP 1 &2.	25 February 2020	Monitoring Officer
			Draft to be brought to Standards Committee for Comment/Agreement.	4 March 2020	
			Revised version to be consulted on with Parish Councils, community organisations and neighbouring Council's	April 2020	
			Final version submitted to Executive.	June 2020	
			Final version submitted to Council.	July 2020	

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Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.	Code of conduct	No	Trafford already meet this standard.		
Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.	Gifts and Hospitality	Yes	Quarterly reminder to be sent all Councillors to update their gifts and hospitality Starting in the 2020/21 municipal year.	2020/21Municipal year	Governance Team
Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.	Member Complaints Procedure	Yes	To develop a public interest test.	25 February 2020	Monitoring Officer
			Draft to be brought to Standards Committee for consideration.	4 March 2020	Monitoring Officer
			Amendments made	11 March 2020	
			Revised version submitted to Council for approval	18 March 2020	
			Agreed Test to be published and linked to Member complaint section.	ASAP following agreement	Governance Team
Best practice 7: Local authorities should have access to at least two Independent Persons.	Member Complaints Procedure	No	Trafford already meet this standard.		

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Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.	Member Complaints Procedure	No	Trafford already meet this standard.		
Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.	Member Complaints Procedure	Yes	Update Members complaints procedure to reflect best practice.	25 February 2020	
			Design Template for publishing Complaint's Decision Notice.	25 February 2020	
			Both draft documents submitted to Standards Committee as annex of Code of Conduct for comment/agreement and then to follow same approval process as BP3	4 March 2020	
Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.	Member Complaints Procedure	Yes	To update the explanation of the process to include the allotted timescales for receipt and formal response.	25 February 2020	Monitoring Officer
			Draft wording to be considered and agreed by Standards Committee	4 March 2020	
			Agreed wording to be published on the website	ASAP following agreement	

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Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.	Parish Council Complaints	Yes	To meet with Parish Council representatives to discuss their formal standards procedure.	April 2020	Monitoring Officer
			To create a draft standards procedure to be agreed by the Parish Council.	June 2020	
Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.	Parish Complaints	Yes	To meet with Parish Council representatives to discuss the support that they would require from the monitoring officer.	April 2020	Monitoring Officer
			To identify and book places on required training for the Monitoring Officer and Deputy Monitoring Officer.	June 20220	
Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.	Complaints procedure	No	Trafford already meet this standard.		
Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their Annual Governance Statement (AGS),	AGS/ Partnerships and Communities	Yes	Small officer working group to be set up to deliver this BP	February 2020	Governance Services and Partnerships and Communities
			Identify all separate bodies set up or owned	March 2020	Working group

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<p>and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place.</p>			by the Council		
			Map out how those Boards link to the Council	April 2020	Working group
			Contact support services of each body to find out the TOR	April 2020	Working group
			Amend TOR to align them with the Nolan principles and publishing requirements	May 2020	Working group
			Identify support and resources required for Bodies to comply	May 2020	Working group
			Ensure that relevant information captured within the Council's AGS	June 2020	Corporate Director of Governance and Community Strategy
<p>Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.</p>	Standards Issues	Yes	For a timetable of quarterly meetings in the 2020/21 municipal year to be agreed between the Council's monitoring officer and group leaders	June 2020	Monitoring Officer