

<b>DCLG Item of Best Practice</b>	<b>Area effected</b>	<b>Action Required</b>	<b>Action/s</b>	<b>Deadline</b>	<b>Completed?</b>	<b>Responsible Officer/Team</b>
<b>Best practice 1:</b> 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.	Code of Conduct	Yes	Code of Conduct to be updated.	25 February 2020	Yes	Monitoring Officer
			Draft to be brought to Standards Committee for comment.	4 March 2020	Yes	
			Amendments made	11 March 2020		
			Revised version submitted to Council for approval	18 March 2020		
			For Code of Conduct to be a standing agenda item on March Standards Committee.	N/A		
<b>Best practice 2:</b> 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.	Code of Conduct	Yes	Code of Conduct to be updated.	25 February 2020	Yes	Monitoring Officer
			Draft to be brought to Standards Committee for comment.	4 March 2020	Yes	
			Amendments made	11 March 2020		
			Revised version submitted to full Council for approval	18 March 2020		
<b>Best practice 3:</b> Principal authorities should review their code of conduct each year and regularly seek, where possible, the views	Code of Conduct	Yes	To review the Code of Conduct.	February 2020		Monitoring Officer
			To make a draft code with proposed changes.	25 February 2020		

of the public, community organisations and neighbouring authorities.			Draft to be brought to Standards Committee for Discussion.	4 March 2020	Yes	
			Revised version submitted to full Council for approval	18 March 2020		
<b>Best practice 4:</b> 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				
<b>Best practice 5:</b> 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	A proposal of how to adjust the gifts and hospitality registration process be brought to the Standards Committee.	4 March 2020	Yes	Monitoring Officer
			If process agreed proposal sent to Accounts and Audit for Agreement	24 March 2020		
			Governance team implement agreed process	ASAP		Governance Team

<p><b>Best practice 6:</b> Councils should publish a clear and straightforward public interest test against which allegations are filtered.</p>	<p>Member Complaints Procedure</p>	<p>Yes</p>	<p>To develop a public interest test.</p>	<p>25 February 2020</p>	<p>Yes</p>	<p>Monitoring Officer</p>
			<p>Draft to be brought to Standards Committee for consideration.</p>	<p>4 March 2020</p>	<p>Yes</p>	
			<p>Amendments made</p>	<p>11 March 2020</p>		
			<p>Revised version submitted to Council for approval</p>	<p>18 March 2020</p>		
			<p>Agreed Test to be published on the Member complaint section of the website.</p>	<p>ASAP following agreement</p>		
<p><b>Best practice 7:</b> Local authorities should have access to at least two Independent Persons.</p>	<p>Member Complaints Procedure</p>	<p>No</p>				
<p><b>Best practice 8:</b> 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.</p>	<p>Member Complaints Procedure</p>	<p>No</p>				

<p><b>Best practice 9:</b> 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.</p>	Member Complaints Procedure	Yes	Update Members complaints procedure to reflect best practice.	25 February 2020	Yes	
			Design Template for publishing Complaint's Decision Notice.	25 February 2020	Yes	
			Both draft documents submitted to Standards Committee for comment.	25 February 2020	Yes	
			Amendments Made	11 March 2020		
			Revised version submitted to Council for approval	18 March 2020		
<p><b>Best practice 10:</b> 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.</p>	Member Complaints Procedure	Yes	To update the explanation of the process to include the allotted timescales for receipt and formal response.	25 February 2020	Yes	Monitoring Officer
			Draft wording to be considered and agreed by Standards Committee	4 March 2020	Yes	
			Agreed wording to be published on the website	ASAP following agreement		

<p><b>Best practice 11:</b> 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.</p>	Parish Council Complaints	Yes	To arrange a meeting with Parish Council representatives to discuss their formal standards procedure.	March 2020	In Progress	Monitoring Officer
			To create a draft standards procedure to be agreed by the Parish Council.	June 2020		
<p><b>Best practice 12:</b> 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.</p>	Parish Complaints	Yes	To arrange a meeting with Parish Council representatives to discuss the support that they would require from the monitoring officer.	March 2020	In Progress	Monitoring Officer
			To identify and book places on required training for the Monitoring Officer and Deputy Monitoring Officer.	June 20220		
<p><b>Best practice 13:</b> A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should</p>	Complaints procedure	No				

include asking the Monitoring Officer from a different authority to undertake the investigation.						
<p><b>Best practice 14:</b> Councils should report on separate bodies they have set up or which they own as part of their Annual Governance Statement (AGS), 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>	AGS/ Partnerships and Communities	Yes	Identify all separate bodies set up or owned by the Council	April 2020	Yes	Corporate Director of Governance and Community Strategy
			Contact support services of each body to find out the TOR	April 2020		
			discuss how they are to be adjusted to align them with the Nolan principles and publishing requirements	April 2020		
			Identify support and resources required for Separate Bodies to comply	April 2020		
			Ensure that relevant information captured within the Council's AGS	May 2020		
<p><b>Best practice 15:</b> 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	In Progress	Monitoring Officer

