

Governance Committee Agenda

**16 June at 7.15pm (or upon the rising of the
joint meeting with the Audit and Risk
Committee, whichever is the later)**

Marconi Room, Civic Centre, Chelmsford

Membership

Councillor H. Ayres (Chair)

and Councillors

K. Bentley, N. Chambers, N.A. Dudley, D.G. Jones, N.M. Walsh
and I. Wright

Parish Council Representatives

Councillor V. Chiswell (Great Baddow Parish Council)
Councillor P.S. Jackson (Great Waltham Parish Council)
**Councillor J. Saltmarsh (Woodham Ferrers and Bicknacre
Parish Council)**

Local people are welcome to attend this meeting, where your elected Councillors take decisions affecting YOU and your City. There will also be an opportunity to ask your Councillors questions or make a statement. However, numbers must necessarily be restricted owing to distancing requirements and if you wish to attend you will need to obtain an admission pass beforehand. To apply for an admission pass or find out more about attending please email daniel.bird@chelmsford.gov.uk or telephone on Chelmsford (01245) 606523

Governance Committee

16 June 2021

AGENDA

1. Apologies for Absence

2. Minutes

To consider the minutes of the meeting held on 20 January 2021

3. Declaration of Interests

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

4. Public Question Time

Any member of the public may ask a question or make a statement at this point in the meeting. Each person has two minutes and a maximum of 15 minutes is allotted to public questions/statements, which must be about matters for which the Committee is responsible.

The Chair may disallow a question if it is offensive, substantially the same as another question or requires disclosure of exempt or confidential information. If the question cannot be answered at the meeting a written response will be provided after the meeting.

Owing to social distancing requirements, it is necessary to limit the number of members of the public attending the meeting. Any member of the public wishing to attend, whether as an observer or to ask a question or make a statement, should email committees@chelmsford.gov.uk in advance of the meeting. If space permits, they will be sent an admission pass which must be presented on arrival.

5. Chair's Announcements

6. Election of Vice Chair

7. Monitoring Officer Report
8. Declarations of Interests
9. Constitution Changes
10. Annual Report of the Committee
11. Model Code of Conduct Update
12. Work Programme
13. Urgent Business

To consider any other matter which, in the opinion of the Chair, should be considered by reason of special circumstances (to be specified) as a matter of urgency.

MINUTES

of the

GOVERNANCE COMMITTEE

held on 20 January 2021 at 7pm

Present:

Councillor H. Ayres (Chair)

Councillors R.H. Ambor, K. Bentley, N.A. Dudley, D.G. Jones, N.M Walsh and I. Wright

Also in attendance –

Parish Councillors Chiswell, Jackson and Saltmarsh

Designated Independent Persons

Mrs C. Gosling

Mrs P. Mills

1. Apologies for Absence and Substitutions

No apologies for absence were received or substitutions made.

2. Minutes

The minutes of the meeting held on 14 October 2020 were agreed as a correct record and signed by the Chair.

3. Declaration of Interests

All Members were reminded to declare any Disclosable Pecuniary interests or other registerable interests where appropriate in any items of business on the meeting's agenda. None were made.

4. Public Question Time

No questions were asked or statements made.

5. Chairs Announcements

No announcements were made.

6. Monitoring Officer Report

The Committee received a report updating them on progress with standards regime issues. It was noted by the Committee that four new complaints had recently been received

regarding the same Parish Council. The Committee was also informed that the model code of conduct had been received and officers were awaiting the accompanying guidance. It was noted that a joint working approach across Essex was being pursued and a common approach across Councils and different tiers would be very helpful. The Committee was informed that the matter would be looked at by the Constitution Working group, along with the Governance Committee. It was also confirmed that Parish and Town Councils would be notified of the City Council's approach.

RESOLVED that;

1. the report be noted and;
2. the current statistical information as to complaints made be published on the Councils website.

(7.01pm to 7.07pm)

7. Gifts and Hospitality Report

The Committee received a report updating them on offers of Gifts and Hospitality in 2020 for both Members and Officers. It was noted that one record had been made for a Councillor and two for Officers. The Committee heard that the Committee on Standards in Public Life had recommended that the information on Councillors should be published quarterly online. The Committee agreed to follow the best practice recommendation and to publish the information online quarterly to improve transparency.

In response to questions from the Committee, it was confirmed that the names of junior officers were not published in the report for data protection reasons, but senior officers would be.

RESOLVED that;

1. the report be noted and;
2. the register of Gifts and Hospitality for Councillors be updated quarterly and published on the Council's website.

(7.08pm to 7.16pm)

8. Work Programme

The Committee received a report informing them of their future work programme. The Committee were informed that some changes to the future meeting schedule would be required to accommodate the Community Governance Review. Members were informed that the March meeting was likely to be moved to July and that this would be confirmed soon.

RESOLVED that the report be noted.

(7.17pm to 7.18pm)

9. Urgent Business

There were no matters of urgent business to discuss

The meeting closed at 7.18pm.

Chair



Chelmsford City Council Governance Committee

16 June 2021

Monitoring Officers Report

Report by:
Monitoring Officer

Officer Contact:

Lorraine Browne, Legal & Democratic Services Manager & Monitoring Officer,
lorraine.browne@chelmsford.gov.uk, 01245 606560

Purpose

To update members on recent standards complaints.

Recommendations

1. To note the current statistical information as to complaints made and agree this should be published on the Council's website as set out in the Appendix.
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1. Standards Complaints

- 1.1. The Appendix to this report sets out the latest statistical data related to complaints under the Standards regime.
- 1.2. Members will note that a significant increase in complaints that have been received with 22 complaints being received so far in 2021. Due to the increase and timing of complaints it has been necessary to adapt usual complaint handling procedures to allow for the additional workload. This has included extending the timeframe for completion of initial handling of complaints and separating notification of outcomes from the provision of detailed decision notices as necessary.
- 1.3. Due to the number of councillors who respond to complaints voluntarily a practice has been adopted by the Monitoring Officer where a 14 day time period is allowed for the member notified of a complaint being made against them, to voluntarily respond to the complaint if they wish to do so prior to any determination by the Monitoring Officer in consultation with the Independent Person. In relation to one parish council where there have been 10 complaints received in the past 6 months in particular, the procedures have been adapted to provide briefer details rather than a decision notice.
- 1.4. The Monitoring Officer would like to extend their sincere thanks to the Independent Persons for their ongoing support during this busy time.
- 1.5. Subject to any questions raised, the Committee is asked to confirm that this information should be published as set out in Recommendation 1.

List of Appendices

Appendix 1 – Statistical information regarding complaints made.

Background papers:

Nil

Corporate Implications

Legal/Constitutional: These are set out in the report

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: Complaints are monitored to ensure that there is no disproportionate dissatisfaction by the different equality target groups. This data is considered as part of the assessment process to ensure that there is no discrimination in service delivery.

Health and Safety: None

Digital: None

Other: None

Consultees: None

Relevant Policies and Strategies:

Complaints Procedure

Standards Enquiries and Investigations Statistics – Localism Act 2011
7.1.21 TO 31.5.21

Status of Complaint Categories	Total No.	Case No.	City, Parish or Town Councillor	Date Issue First Raised	Alleged Breach or Issue Raised	Current Position
1. No formal complaint or withdrawn	8	7/21	Parish	Feb 21		Monitoring officer provided information to complainant explaining why each complaint invalid
		8/21	Parish	Feb 21		“
		9/21	Parish	Feb 21		“
		10/21	Parish	Feb 21		“
		11/21	Parish	Feb 21		“
		17/21	Parish	Mar 21		Complaint withdrawn by complainant
		21/21	City	May 21		No breach arising – alleged lack of response to email
		22/21	City	May 21		“

Status of Complaint Categories	Total No.	Case No.	City, Parish or Town Councillor	Date Issue First Raised	Alleged Breach or Issue Raised	Current Position
2. No further action required after consultation with one of the Independent Persons	11	1/21	Parish	Jan 21	Various allegations in relation to content of email	NFA - Not acting in official capacity but as trustee
		2/21	Parish	Jan 21	Various allegations in relation to content of email	NFA - Not acting in official capacity but as trustee
		3/21	Parish	Jan 21	Various allegations in relation to content of email	NFA - Not acting in official capacity but as trustee
		4/21	Parish	Jan 21	Various allegations	NFA – primarily about parish matters over which Monitoring Officer has no jurisdiction/further allegation without merit
		5/21	Parish	Jan 21	Various allegations	NFA – how councillor votes not disrepute, dissatisfaction with parish decision not within jurisdiction of Monitoring Officer, age of issues
		6/21	City	Feb 21	Allegations of disrepute	NFA – unlikely to amount to a breach

Status of Complaint Categories	Total No.	Case No.	City, Parish or Town Councillor	Date Issue First Raised	Alleged Breach or Issue Raised	Current Position
		13/21	City	Feb 21	Disrespect/bullying, Nolan principles, disrepute	NFA – unlikely to give rise to a breach of the code of conduct. Matter(s) raised outside of code of conduct.
		15/21	City	Mar 21	Nolan principles, obstruction of rights of access, disrepute	NFA – speculative, unlikely to give rise to a breach of the code of conduct. Matter(s) raised outside of code of conduct.
		16/21	Parish	Mar 21	Disrespect/bullying	NFA – unlikely to give rise to a breach
		19/21	Parish	Apr 21	Multiple allegations	NFA- not sufficiently serious, proportionate to take action
		20/21	Parish	Apr 21	Multiple allegations	NFA – not sufficiently serious, proportionate to take action
3. Not able to legally pursue complaint	0					
4. Complaint on hold	0					
5. Decision as to appropriate	0					

Status of Complaint Categories	Total No.	Case No.	City, Parish or Town Councillor	Date Issue First Raised	Alleged Breach or Issue Raised	Current Position
action still awaited						
6. Complaints being investigated	3	12/21	parish	Feb 21	Multiple allegations	Investigator appointed and investigation underway
		14/21	parish	Feb 21	Multiple allegations	“ Investigator to be appointed
		18/21	parish	Apr 21	3 allegations	
Total	22		5 city councillor 17 parish councillor			

Formal Complaint Outcomes

	Case No. and Councillor	Committee Date and Decision	Date Issue First Raised	Current Position
Outcome of Investigations				
Other Action				



Chelmsford City Council Governance Committee

16 June 2021

Declarations of Interests Report

Report by:
Monitoring Officer

Officer Contact:
Monitoring Officer – Lorraine Browne, 01245 606560,
lorraine.browne@chelmsford.gov.uk

Purpose

The purpose of this report is to provide an overview as to what interests are being declared by members.

Recommendations

1. That the report is noted.
-

1. Background

- 1.1. It is good practice to provide the Governance Committee with statistical information as to the number of declarations routinely made by members.

List of appendices:

Appendix 1 – Declarations of Interest made at meetings during the last municipal year

Background papers:

Nil

Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees:

None

Relevant Policies and Strategies:

Not applicable

Appendix A – Declarations made during 2020-21

	Number of Meetings	Disclosable Pecuniary Interest (DPI)	Non-Pecuniary Interest (NPI)
Full Council	4	0	0
Cabinet	6	0	2
Planning Committee	10	0	0
Chelmsford Policy Board	9	0	1
Regulatory Committee	7	0	0
Governance Committee	3	0	0
Audit & Risk Committee	6	0	0
Overview & Scrutiny Committee	4	0	0
Treasury Management Sub Committee	3	0	0
Totals		0	3



Chelmsford City Council Governance Committee

16 June 2021

Report from the Council's Constitutional Working Group in relation to changes recommended to the Council's Constitution

Report by:
Monitoring Officer

Officer Contact:

Lorraine Browne, Legal & Democratic Services Manager & Monitoring Officer,
lorraine.browne@chelmsford.gov.uk, 01245 606560

Purpose

To update members on the outcome of the Constitutional Working Group meeting on 24th May and the proposed changes to the Constitution recommended for adoption by Council. Cabinet is also consulted prior to any changes being made and so this issue will also be reported to Cabinet prior to final consideration by Council in July. One item relating to the community funding panel will be considered by Cabinet on 8th June 2021.

Recommendations

1. To recommend that Council approves the changes to the Constitution set out in this report (constitutional changes are also considered by Cabinet prior to any decision by Council).
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1. Constitutional Working Group

- 1.1. The Constitutional working Group met virtually on 24th May. There are 6 areas where changes are proposed to the Constitution.

2. Proposed Changes to the Constitution

- 2.1. Proposed changes to the Terms of Reference for the Chelmsford Policy Board – these are set out in Appendix 1 – point 1.
- 2.2. Proposed changes in relation to budget amendments – these are set out in Appendix 1 – point 2.
- 2.3. Proposed changes to the Community Funding Panel – these are referred to in Appendix 1 at point 3 and the proposed Terms of reference provided to Cabinet 8/6/21 at appendix 2.
- 2.4. Proposed changes to public speaking at planning committee – this is set out in Appendix 1 – point 4.
- 2.5. Proposed changes to public question time – these are set out in Appendix 1 – point 5.
- 2.6. Proposed changes to the Terms of Reference for the Treasury Management and Investment Sub Committee – these are set out in Appendix 1 point 6 and the proposed Terms of Reference at Appendix 3.

List of appendices:

Appendix 1 – background and proposed changes to constitution

Appendix 2 – proposed Terms of Reference for the Community Funding Panel including changes to delegations (due to be considered by Cabinet 8/6/21).

Appendix 3 – proposed Terms of Reference for the Treasury Management and Investment Sub Committee (previously considered by Audit and Risk Committee in December 2020).

Background papers:

Nil

Corporate Implications

Legal/Constitutional: These are set out in the report

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees: None

Relevant Policies and Strategies:

The Constitution

ITEMS FOR CONSIDERATION BY CONSTITUTION WORKING GROUP

Item and Background to proposed change	Current version (deletions in blue)	Proposed version (changes in yellow)
<p>1. Chelmsford Policy Board</p> <p>Who has raised the issue?: requested by administration members</p> <p>Reason for change: to ensure greater clarity in the scope of the Policy Board</p>	<ol style="list-style-type: none"> 1. To review existing and develop new policies in relation to any function for which the City Council is responsible and to make recommendations to the Cabinet and Council, as appropriate. 2. To establish working groups to examine in detail existing policies, develop new ones and to make recommendations on new or revised policies to the Chelmsford Policy Board 	<ol style="list-style-type: none"> 1. To review existing and develop new policies and strategies, including statutory development plans, in relation to any function for which the City Council is responsible and to make recommendations to the Cabinet and Council, as appropriate. 2. To establish working groups to examine in detail existing policies, develop new ones and to make recommendations on new or revised policies to the Chelmsford Policy Board 2. To consider draft new policies and strategies, including statutory development plans, for the purposes of engagement and formal consultation, as appropriate. 3. To recommend to the Cabinet approval and adoption of the final versions of Masterplans, Supplementary Planning Documents and other non-

		<p>statutory planning and housing policy documents.</p> <p>4. To consider responses to any formal policy related consultations from external bodies which the relevant Director considers should be referred to the Policy Board</p> <p>The above provisions do not prevent Cabinet or Council adopting new or revised policies that have not been reviewed by the Chelmsford Policy Board.</p>
<p>2. Budget Amendments to Motions</p> <p>Who has raised the issue?: officers and members following budget approval 2021</p> <p>Reason for change - additions to Part 4.1 so as to clarify the position in relation to proposed budget amendments.</p> <p>Note: Constitutional Practice Note will be updated accordingly once any changes have been approved by members</p>		<p>4.1.13.9A</p> <p>An amendment should not negate the motion. With the exception of amendments referred to in Rule 4.1.13.9B below, a proposed amendment to any recommendation, motion or proposal for debate on the agenda for a meeting of the Council must be submitted in writing to the Legal and Democratic Services Manager no later than 48 hours before the meeting at which it is to be considered.</p> <p>4.1.13.9B</p> <p>Amendments that relate to a report or recommendations on the setting of the annual budget must be sent to the Legal</p>

		<p>and Democratic Services Manager and the Director of Financial Services no later than noon on the second day before the meeting at which it is to be considered (i.e. by noon on the Monday if the meeting is on a Wednesday). The Director of Financial Services will assess the financial implications of the amendment. The Legal and Democratic Services Manager will otherwise assess whether the amendment is valid. Copies of any amendments submitted will be sent to the relevant Cabinet Member(s) as soon as practicable after the deadline for submission. No amendment will be notified to other councillors before that time without the express permission of the councillor who submitted it.</p> <p>4.1.13.9C</p> <p>If valid, amendments will be published with the agenda for the meeting on the Council's website no later than noon the day before the meeting.</p> <p>4.1.13.9D</p> <p>The exceptions to the above rule are:</p> <ul style="list-style-type: none"> (a) technical amendments may be moved to correct factual errors; (b) the Legal and Democratic Services Manager will have discretion to permit
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		<p>amendments from members if satisfied that the need for the amendment could not have been anticipated before the deadline for its submission and that advance notice of such amendments was given as soon as reasonably practical.</p> <p>(c) a minor amendment that did not substantially affect the proposed budget and did not result in a need to amend the Council Tax resolution to be moved at the meeting without notice.</p> <p>If notice of an amendment to a motion on the agenda has been received prior to the meeting, the Mayor will ask the mover of the original motion to indicate if they agree to accept the amendment. If so, and no other councillor objects, the amendment will become part of the substantive motion without debate.</p>
<p>3. Community Funding Panel</p> <p>Who has raised the issue? :</p> <p>Administration members are considering a number of changes to the existing Grants process, which will be taken to June Cabinet for decision, including:</p> <ul style="list-style-type: none"> - establishment of a Green Fund in line with the Climate and Ecological Emergency action plan - a hybrid Commissioning model to include SLAs with key enabling 	<p>1. Existing Terms of reference at p74 Constitution (Advisory Groups) - currently all recommendations of the Panel are made to Cabinet for formal consideration</p>	<p>See proposed revisions to Terms of Reference – under functions/purpose proposed to include:-</p> <ul style="list-style-type: none"> - at point 2 add reference to service level agreements of up to 3 years - add new point 4 in relation to Greener Chelmsford Grant Scheme - include new delegation for awards of up to £/purpose 10K,

<p>partners, commissioning of key service partners and annual community grants</p> <p>Reason for change: To enable the changes described above, the Terms of Reference for the Community Grants Panel will need updating. To speed up the award process, additional financial delegations are proposed. Currently all recommendations of the Panel are made to Cabinet for formal consideration, leading to significant elapsed time between funding application and formal approval.</p>		
<p>4. Planning Committee - Public Speaking at Planning Committee</p> <p>Who has raised this ? officers</p> <p>Reason for change : to provide clarity for the future</p>	<p>Currently the rule says that any member of the public who spoke at a previous meeting of the Committee on an application may not repeat their questions and statements if it is returning after being deferred.</p>	<p>Suggest that the following be added to Rule 4.2.14.7 :</p> <p>Exception:</p> <p>Where an application or planning matter is returning to the Planning Committee after being deferred at a previous meeting for whatever reason, no public questions or statements will be permitted, whether or not any were heard at the previous meeting.</p>

<p>5. Public Questions</p> <p>Who has raised this issue? Officers (please note these rules only apply to the public questions section of a meeting and not to consideration of planning, licensing or other hearings or applications which will remain unchanged)</p> <p>Reason for change(s):</p> <p>1) to remove the requirement that public speakers provide their home address (and instead only need to confirm they live, work or study in Chelmsford).</p> <p>2) The new additions are proposed to enable a full response to be provided to questions and statements at the meeting and to enable those unable to attend meetings in person to raise matters of concern or interest.</p>	<p>4.1.10.1 & 4.2.14.1 - At each meeting any Citizen may, after having given their name and address, ask one question or make a statement at the allotted time.</p>	<p>At each meeting any Citizen may, after having given their name (and address to officers), ask one question or make a statement at the allotted time.</p> <p>Add to the new 4.1.10.1 and 4.2.14.1: All questions must be submitted in writing to the Legal and Democratic Services Manager no later than 24 hours before the meeting at which it is to be asked. Copies of all questions will be made available with the agenda on the Council's website no later than six hours before the meeting. The Chair of a meeting may, at their discretion, permit a question to be put at the meeting where less than 24 hour notice has been given.</p>

<p>3) Up to 15 minutes is currently allowed for public questions at meetings other than the Council. This is rather short and it is proposed that it should be increased.</p>	<p>Currently the rule allows 15 minutes</p>	<p>Rule 4.2.14.2 – Propose to extend period for public questions to 20 minutes</p>
<p>6. Treasury Management and Investment Sub committee</p> <p>Who has raised this ? Audit and Risk Committee were consulted upon this and recommend these proposed changes</p> <p>Reason for change: to ensure the terms of reference match existing practice</p>		<p>See Terms of Reference referred to Audit and Risk Committee at Appendix 3</p>

Community Funding Panel				
Membership	Quorum	Other attendees	Politically Balanced	Frequency of meetings
Deputy Leader and Cabinet Member for Connected Chelmsford	3 including at least one councillor	Relevant Ward Members may also be invited to join the Panel on occasion when the Neighbourhood Allocation CIL funding is being discussed for Neighbourhood groups	Not applicable	Normally twice a year
Cabinet Member for Greener Chelmsford		There will be no substitutes		
Cabinet Member for Fairer Chelmsford				
Director of Sustainable Communities				
Director of Financial Services				
Economic Development and Implementation Manager Services Manager				
Procurement and Risk Services Manager				
External Funding professional				
Functions/Purpose				Delegations
1. To oversee the governance of Chelmsford’s Community Funding Scheme, which includes the Neighbourhood Allocation of the Community Infrastructure Levy (CIL) in the nine unparished wards and the Council’s Discretionary Corporate Grant Aid fund. 2. To make recommendations to Cabinet on the allocation of Community Funding including commissioning service level agreements of up to 3 years.				Director of Financial Services in consultation with the Panel for awards of up to £10k.

<p>3. To oversee the governance of the Strategic Allocation of CIL and to make recommendations on spend to Cabinet and Council as appropriate.</p> <p>4. To oversee the governance of the Greener Chelmsford Grant scheme and to make recommendations on spend to Cabinet and Council as appropriate.</p>		
Procedures	N/a	
Codes	Part 5.1 – Code of Conduct for Councillors	

Appendix A

Treasury Management <u>and Investment</u> Sub-Committee			
Membership: Three Members of the Audit and Risk Committee <u>Seven Members</u>			
Quorum	Substitutes	Politically Balanced	Frequency of meetings
TWO <u>THREE</u>	YES Only members of the Audit and Risk Committee can substitute	YES	FOUR <u>THREE</u> PER YEAR
Functions/Purpose		Delegations	
1. To comment on the draft Treasury Management <u>and Investment</u> Strategy ies and make recommendations to Cabinet on th ose <u>at</u> Strategy ies y. 2. To receive reports on Treasury Management <u>and Investment</u> activities and performance <u>three times per year</u> on a quarterly basis . 3. To report to the Audit and Risk Committee on any breaches of Treasury Strategy, <u>Investment Strategy</u> or <u>Treasury Management</u> Procedures. 4. On occasion of urgent matters to agree changes to the Treasury <u>Management or Investment</u> Strategy without reference to Full Council. 5. In the light of performance and market conditions recommend changes to <u>either</u> strategy going forward. 6. The sub-committee is not intended to be a consultee to individual investment decisions.		N/A	
Procedures	Part 4.2 – Cabinet and Committee Procedure Rules Part 4.9 – Financial Rules		
Codes	Part 5.1 – Code of Conduct for Councillors		



Chelmsford City Council Governance Committee

16 June 2021

Annual Report of the Governance Committee 2020/21

Report by:
Monitoring Officer

Officer Contact:

Monitoring Officer – Lorraine Browne, 01245 606560,
lorraine.browne@chelmsford.gov.uk

Purpose

To report on the work of the Governance Committee in 2020/21

Recommendations

1. That the Council is recommended to approve the Committee's Annual Report 2020/21 for subsequent publication
-

1. Background

- 1.1. The Council annually adopts a Code of Corporate Governance and Annual Governance Statement, which reflect the Council's approach to governance arrangements
 - On how well the Council has achieved these in the relevant year and targets set in the previous year for improvement; and then

- Identifies future targets for creating a more robust set of arrangements and compliance with them.

1.2 The suite of documents for 2020/21 was reported for approval to the Joint Audit and Governance Committee that met earlier this evening.

1.3 Annual reports on the Audit and Overview & Scrutiny functions have been presented to and agreed by Full Council at its July meeting for a number of years. There is no statutory requirement to produce an annual report by the Governance Committee but it is recognised as good practice, and Full Council approved the first of such reports in December 2016. This report seeks approval of the Annual Report for the Municipal year ending in May 2021 which appears at the Appendix to this report.

1.4 Members views are sought on the content and to recommend that Full Council approves the Committee's Annual Report for subsequent publication.

List of appendices:

Appendix 1 – Annual Report on the work of the Governance Committee 2020/21

Background papers:

Nil

Corporate Implications

Legal/Constitutional: These are set out in the report

Financial: The cost of managing the statutory arrangements for dealing with complaints and undertaking standards investigations is borne by the City Council

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: This is set out in the report

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees:

Chair and Vice Chair of the Governance Committee

Relevant Policies and Strategies:

The Councillor Code of Conduct and associated complaints procedure



CHELMSFORD CITY COUNCIL ANNUAL REPORT ON THE WORK OF THE GOVERNANCE COMMITTEE 2020/21

**Councillor H.Ayres
(Chair – Governance Committee)**

www.chelmsford.gov.uk

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1. **Background**

Statutory and Procedural requirements under the Standards Regime

- 1.1 The Localism Act 2011 places all local authorities under a duty to promote high standards of conduct by Councillors. Councils are required to adopt a Code of Conduct which is consistent with the principles set out in the Act, historically known as the “Nolan Principles”, namely selflessness, integrity, objectivity, accountability, openness, honesty and leadership. The definition of these principles is determined by the City Council's Councillors Code of Conduct that is in [Part 5.1.1 of the Constitution](#) and was adopted in 2012.
- 1.2 Local Authorities must also have in place arrangements for dealing with any allegations that the Code has been breached. The adopted Complaints Procedure, in [part 5.1.2 of the Council's Constitution](#), deals with how complaints made about City Councillors, and those of the Town and Parish Councils in its administrative area, will be handled.
- 1.3 The Council's Monitoring Officer is Lorraine Browne, the Legal & Democratic Services Manager and they have appointed two deputies, Mr Brian Mayfield the Democratic Services Team Manager, and Mr William Butcher the Legal Services Manager.
- 1.4 The Monitoring Officer has considerable responsibilities under the standards regime including duties to:
 - i. Maintain a register of interests for the City, Town and Parish Councillors, who are all required to declare such interests to them.
 - ii. Consider the best course of action in relation to alleged breaches of the Code, including the responsibility for informally resolving complaints where appropriate in their view.
 - iii. Consult an Independent Person at various stages in the Complaints Procedure.
 - iv. Liaise with the Police where the allegation concerns an alleged breach of the Disclosable Pecuniary Interests requirements.
- 1.5 As part of the Complaints Procedure the Council is required to establish a Committee, which will be responsible for dealing with standards issues that cannot be dealt with by the Monitoring Officer or on which they decide Councillors' views are important. This includes where a formal hearing is necessary to determine if a breach has occurred and if so what penalties are appropriate. The City Council chose in 2012 to comply with this requirement by establishing the Governance Committee.
- 1.6 The Council is also obliged to appoint at least one Independent Person. Their role is to ensure that the Council is appropriately applying the statutory requirements and its adopted Policies and Procedures in dealing with any complaints received. In particular, they:
 - i. Must be consulted before the Council makes a finding as to whether a Councillor has failed to comply with the Code of Conduct or to decide on

- appropriate sanctions or other measures to be taken in respect of that Councillor;
- ii. May be consulted at other stages of the Complaints Procedure by the Council or by a member or co-opted member of the Councils covered by that Procedure.

Other Statutory, Governance Responsibilities and Terms of Reference

- 1.7 In establishing the Governance Committee, the Council allocated a wide set of governance roles and responsibilities, which is broader than dealing with the standards regime alone. The Committee's Terms of Reference are set out in [Part 3.2.3\(c\) of the Council's Constitution](#). These include:
- i. Oversight of the Council's arrangements for dealing with all complaints.
 - ii. Reviewing the use of the powers exercised by the Council under the Regulation of Investigatory Powers Act 2000 (RIPA)
 - iii. Approving and monitoring the Code of Corporate Governance and Annual Governance Statement together with the Audit Committee
 - iv. Making recommendations on proposed changes to the Council's Constitution.
- 1.8 Whilst the Committee is "politically balanced", in that the membership is drawn from all the parties represented on the Council and in the same proportions, decisions taken, especially those related to the standards regime are not taken on a political basis. In particular, the Mayor, Deputy Mayor & Leader of the Council cannot be members of the Committee and no more than two members of the Cabinet can sit on the committee at any time.

Membership of the Committee

- 1.9 The Committee consists of 7 City Councillors and 3 Parish or Town Councillors. In 2020/21 the membership of the Committee comprised the following members:
- Liberal Democrats: Councillors H. Ayres (Chair), N. Dudley, D. Jones, N. Walsh
- Conservatives: Councillor R. Ambor, I. Wright
- Independents: Councillor K. Bentley
- Parish Councillors: Peter Jackson - Great Waltham Parish Council
June Saltmarsh - Woodham Ferrers and Bicknacre Parish Council
Val Chiswell – Great Baddow Parish Council
- 1.10 **Parish Council representatives** - At least one must be present when issues affecting a Town or Parish Councillor are discussed. They cannot vote but they provide a valuable perspective and insight into how those organisations and their councillors are expected to behave.
- 1.11 **Independent Members** - They are also invited to attend Committee meetings. They receive an allowance for the services they provide. Whilst they attend the Governance Committee, when standards issues are to be debated or decided, they too have no voting rights. Nevertheless, their input is invaluable to give

assurance that the procedures are being correctly applied. The Independent Persons during 2020/21 were Mrs C Gosling and Mrs P Mills. Their contribution is much appreciated by the Monitoring Officer and the Governance Committee.

Programme of Meetings

- 1.12 The Committee receives regular reports on the areas for which it has responsibility. In 2020/21 the Committee met on three occasions and the remainder of this report addresses how the Committee has approached its work during the year.

Publication of Information

- 1.13 The agendas for the Committee's meetings are published on the Council's website not later than five clear days before the date of each meeting. This is a requirement of the Local Government Act 1972, which is explained in and complies with the Access to Information Rules in [Part 4.6 of the Council's Constitution](#). The minutes of each meeting are also [published on the website](#) as soon as possible after each meeting has taken place.

2. Work Programme 2020-21

- 2.1 The main areas of activity considered by the Committee during the municipal year (May to May) 2020-21 were as follows:

<u>Issues addressed</u>	<u>Meetings</u>
Code of Corporate Governance and the Annual Governance Statement for 2019/20 considered by the Joint Audit and Governance Committee	17 June 2020
Monitoring Officer Report	17 June 2020
Pre-Hearing Procedure	17 June 2020
Annual Report of the Committee	17 June 2020
Declarations of Interests	17 June 2020
Monitoring Officer Report	14 October 2020
Senior Responsible Officer's Report in relation to the Council's RIPA arrangements	14 October 2020
Report from the Council's Constitutional Working Group in relation to changes recommended to the Council's Constitution	14 October 2020
Annual Whistleblowing Report	14 October 2020
Complaints to the Local Government and Social Care Ombudsman – Annual Review	14 October 2020
Best Practice Recommendations from Committee on Standards in Public Life Update Report	14 October 2020
Monitoring Officer Report	20 January 2021

3. Complaints About Councillors

- 3.1.1 The Monitoring Officer regularly reports to the Governance Committee regarding complaints received. The statistical information is then published on the Council's website.
- 3.1.2 For period May 2020 to May 2021, twenty seven complaints were received with twenty two complaints being received for the first six months of 2021. This is a significant increase in complaints in comparison to previous years but is not necessarily indicative of a deterioration in behaviour by city and/or parish councillors. Of the five cases received during the latter part of 2020 all of them were considered by the Monitoring Officer in consultation with an independent person and resulted in no further action. In relation to the cases received in 2021, seven were invalid complaints, one was withdrawn by the complainant, eleven were considered by the Monitoring Officer in consultation with an independent person and resulted in no further action. Three cases have been referred by the Monitoring Officer (in consultation with an independent person) for investigation and the outcomes are pending. It is noted that a number of complaints are linked to other complaints or events that are wider than the code of conduct. The Monitoring Officer has adapted the procedures to enable the increased workload to be managed appropriately. The number of complaints will continue to be monitored.

4. Future Work Programme

- 4.1 The work of the Committee as regards the Standards Regime is reactive. There are however, annual reports on the main areas for which the Committee is responsible and these are reflected in paragraph 2.1 above.

5. Training and Development

- 5.1 The Monitoring Officer provides advice and assistance throughout the year to Councillors, members of the public and Parish/Town Clerks in relation to the Standards regime. This has resulted in the development of Practice Notes which reflect this advice and the processes and procedures in place. In addition, they provide advice to the Committee and by extension, the public, at Committees by way of open and frank discussion.

6. Conclusion

- 6.1 The arrangements the Council has put in place to promote high standards of behaviour are well established but improvements have been identified and approach updated to address these to make it clearer. The transparency of the Processes and Procedures is being continually reviewed and guidance issued to assist understanding.

- 6.2 As is evidenced by the number of complaints, there is a good understanding of the availability of the complaints process and few cases are significantly serious to warrant investigation. The regime is working effectively. The Committee members and the Independent Persons have been a key part in achieving this.
- 6.3 The Committee's focus on its other responsibilities is clear through the use of a published work programme and regular updates. As was set out in the Code of Corporate Governance and Annual Governance Statement adopted in the summer, there are many examples of good practice and transparency.



Chelmsford City Council Governance Committee

16 June 2021

Model Code of Conduct Update

Report by:
Monitoring Officer

Officer Contact:
Monitoring Officer – Lorraine Browne, 01245-606560,
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Purpose

The purpose of this report is to update members concerning the review of the Code of Conduct following consideration by the Constitutional Working Group.

Recommendations

1. That Members recommend to Council the limited changes to the Code of Conduct proposed as set out in Appendix 1.
 2. That when the LGA Model Code is amended that the position be further reviewed.
 3. That should any changes to the Member Code of Conduct be approved by Council the details be provided to parish councils and the town council in Chelmsford.
 4. That should any changes to the Member Code of Conduct be approved by Council that the Employee Code of Conduct be reviewed with a view to aligning, so far as practicable, the requirements across members and officers.
-

1. Background

1. Members have been previously advised in relation to the report by the Committee on Standards in Public Life in 2019 that made a number of proposals concerning ethical matters, including the content of codes of conduct. This report proposed legislative changes as well as made best practice recommendations. Chelmsford City Council's member code does not cover all the best practice recommendations in so far as the scope of the code does not include harassment nor does it define bullying and harassment.
- 1.1. Previous reports have also dealt with the background to the recommendation for a model code of conduct being produced and the consultation that was undertaken, including the submission by Chelmsford City Council. As a result of feedback and discussions with the committee two further issues were raised in relation to the content of the current code of conduct, namely, extending the code to include equality and diversity and a review of gifts and hospitality requirements.
- 1.2. The Local Government Association was to produce a national model code to avoid each authority considering the content of their own codes independently. The key aim behind this recommendation was to ensure consistency across the different tiers of government. A large proportion of city councillors are also parish/town and/or county councillors. Those councillors will be bound by differing rules and requirements within the Codes of Conduct adopted by the relevant public bodies. It was hoped that the Model Code would help public bodies at the different tiers address this issue.
- 1.3. It was reported to Governance Committee in January 2021, that the LGA Model Code of Conduct was published in December 2020 and that a review of the Council's Member Code of Conduct would be undertaken. Further that the Code of Conduct would be referred to the Constitutional Working Group prior to further report to Governance Committee.
- 1.4. Monitoring Officers within Essex did meet in January to discuss the model code but unfortunately none could support the adoption of the current model code. This was primarily as a result of content of the declaration of interest provisions within the model code which are unclear. It is not recommended that the Council adopts the model code fully at this time. The LGA intends to review the model code annually and after the next review an Essex wide approach will be further considered.
- 1.5. A light touch review of the current member code has been undertaken to ensure the outstanding issues already referred to in this report are addressed and any

changes to the code of conduct considered necessary can be made at this stage. The changes proposed are based upon the model code of conduct.

- 1.6. A light touch review of the Code of Conduct for Members was referred to the Constitutional Working group which met on 24 May 2021. The proposed changes are set out in appendix 1 in blue with the further amendments proposed by the working group shown in red.
- 1.7. Any decision to adopt a new Code of Conduct for Members would be referred by Governance Committee to Full Council for final decision.

2. Conclusion

- 2.1. That the proposed changes to the code of conduct set out in this report be recommended for approval by Council.
- 2.2. That any changes made by Council to the City Council Code of Conduct for Members are notified to parish/town councils for consideration.
- 2.3. That the Employee Code of Conduct be further reviewed in light of any changes made by Council to the Code of Conduct for Members with a view to aligning the codes so far as is practicable.

List of appendices:

Appendix 1 – suggested changes to the Member Code of Conduct.

Background papers:

LGA model code of conduct

Corporate Implications

Legal/Constitutional: Background to recommended changes already set out in this report. It is important to ensure that the Code of Conduct is reviewed regularly and amended as necessary. Further changes will be considered when the model code is next updated.

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees:

None

Relevant Policies and Strategies:

Not applicable

PART 5.1.1

COUNCILLORS CODE OF CONDUCT

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5.1.1.1 APPLICATION OF THE CODE

- 5.1.1.1.1 This Code of Conduct applies to you whenever you are acting in your capacity as a member or co-opted member ("referred to in this Code as Councillors") of the Chelmsford City Council including-
- 5.1.1.1.2 At formal meetings of the Council, its Committees and Sub-Committees, its Cabinet or cabinet working groups and other meetings at which business of the Council is discussed.
- 5.1.1.1.3 When acting as a representative of the Council.
- 5.1.1.1.4 In taking any decision as a Cabinet member or as a Ward Councillor.
- 5.1.1.1.5 In discharging your functions as a Ward Councillor.
- 5.1.1.1.6 At briefing meetings with officers.
- 5.1.1.1.7 At site visits or other visits to do with the business of the Council.
- 5.1.1.1.8 When corresponding with the Council other than in a private capacity.

5.1.1.2 GENERAL CONDUCT

- 5.1.1.2.1 You must-
- 5.1.1.2.2.1 Provide leadership to the Council and communities within its area, by personal example.
- 5.1.1.2.1.2 Respect others and not bully or harass any person.
- 5.1.1.2.1.3 Recognise that officers (other than political assistants) are employed by and serve the whole Council.
- 5.1.1.2.1.4 Respect the confidentiality of information which you receive as a Councillor by-
- 5.1.1.2.1.5 (i) Not disclosing confidential information to third parties unless required by law and only then after receiving confirmation from the Monitoring Officer to do so; and
- (ii) Not obstructing third parties' legal rights of access to information.
- 5.1.1.2.1.6 Not conduct yourself in a manner which is likely to bring the Council into disrepute
- 5.1.1.2.1.7 Use your position as a Councillor in the public interest and not for personal advantage.

- 5.1.1.2.1.8 Accord with the Council's reasonable rules on the use of public resources for private and political purposes.
- 5.1.1.2.1.9 Exercise your own independent judgement, taking decisions for good and substantial reasons by-
- (i) Attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups.
 - (ii) Paying due regard to the advice of officers, and in particular the advice of the statutory officers, that is the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer.
 - (iii) Stating the reasons for your decisions where those reasons are not otherwise apparent.
- 5.1.1.2.1.10 Account for your actions, particularly by supporting the Council's scrutiny function.
- 5.1.1.2.1.11 In your decisions and actions apply the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership and, as far as reasonably possible, assist the Council to act within the law.
- 5.1.1.2.1.12 – promote equalities and not discriminate unlawfully against any person.

5.1.1.3 DISCLOSABLE PECUNIARY INTERESTS

- 5.1.1.3.1 You must-
- 5.1.1.3.1.1 Comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matters in which you have a disclosable pecuniary interest (see **Annex 1**), and specifically,
- (i) Ensure that your entries in the register of interests are kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your disclosable pecuniary interests.
 - (ii) Make verbal declarations of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present where an item of business affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as that interest becomes apparent.

- (iii) Withdraw from any meeting at which you have a disclosable pecuniary interest during the entire consideration of that item, unless a dispensation has been granted.

5.1.1.3.2 “Meeting” means any meeting organised by or on behalf of the Council and in particular in the circumstances as set out in paragraph 5.1.1.1 of this Code.

5.1.1.4 OTHER INTERESTS

5.1.1.4.1 In addition to Paragraph 5.1.1.3, if you attend a meeting and there is an item of business to be considered in which you are aware you have a non-disclosable pecuniary interest or non-pecuniary interest, you must make a verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as that interest becomes apparent.

5.1.1.4.2 You have a non-disclosable pecuniary interest or non-pecuniary interest in an item of business of your Council where-

5.1.1.4.2.1 A decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Council's administrative area;

5.1.1.4.2.2 It relates to an interest concerning either of the following-

- (i) Any person or body who employs or has appointed you;
- (ii) Any contract for goods, services or works made between Chelmsford City Council and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description that would create a disclosable pecuniary interest but only where it has been fully discharged within the last 12 months.

5.1.1.5 REGISTRATION OF INTERESTS

5.1.1.5.1 Where you are required to notify the Monitoring Officer as to any interest registerable under the Localism Act 2000 or this Code, you should do so using the City Council's agreed Notice of Registerable Interests form.

5.1.1.5.2 The Monitoring Officer has issued guidance in the form of a Constitution Practice Note to assist in your completion of the Notice, but it is your responsibility to ensure that the content of the Notice is accurate, complies with the legal requirements and that all registerable interests are notified to the Monitoring Officer within the appropriate timescales.

5.1.1.6 GIFTS AND HOSPITALITY

- 5.1.1.6.1 You must not accept gifts, benefits or hospitality, irrespective of estimated value, which could give rise to real or substantive personal or political gain or a reasonable suspicion of influence on the councillor's part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for the grant of, or an objection to any permission, licence or other significant advantage.
- 5.1.1.6.2 You must within 28 days of receipt notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50, which you have accepted as a Councillor from any person or body other than the Council, including the name of the donor. The Monitoring Officer will place your notification on a public register of gifts and hospitality which is published on the Council's website.
- 5.1.1.6.3 The duty to notify the Monitoring Officer does not apply to a gift, benefit or hospitality that comes within any description approved by the Council for this purpose.

Annex

Definitions (rest of heading deleted to broaden definitions further than DPI)

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable Pecuniary Interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows-

Interest	Prescribed Description
Employment, office, trade, profession or vocation	Any Employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) act 1992
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority- (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged

Land	Any beneficial interest in land which is within the area of the relevant authority
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer

Corporate tenancies	Any tenancy where (to M's knowledge) – (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest
Securities	Any beneficial interest in securities of a body where- (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either- (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issue share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

For this purpose-

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive an income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description other than money deposited with a building society.

Further definitions in relation to the Code of Conduct to note:-

“Bullying” – The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting

behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

“Harassment” – The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

“Unlawful discrimination and equality duties” – Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.



Chelmsford City Council Governance Committee

16 June 2021

Work Programme

Report by:
Monitoring Officer

Officer Contact:
Monitoring Officer – Lorraine Browne, 01245 606560,
lorraine.browne@chelmsford.gov.uk

Purpose

The purpose of this report is to receive members' comments on the Committee's future work programme.

Recommendations

1. Members are invited to comment on the Committee's work programme, attached as Appendix 1 to this report, and make any necessary amendments to it.
-

1. Background

- 1.1. The Work Programme is reviewed by the Committee at each meeting. The current version is attached at Appendix 1 to this report and includes the proposed work for future meetings, based on the Programme content for recent years.

2. Conclusion

- 2.1. Members are invited to comment on the Committee's work programme and make any necessary amendments to it.

List of appendices:

Appendix 1 – Governance Committee Work Programme

Background papers:

Nil

Corporate Implications

Legal/Constitutional: None

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees:

None

Relevant Policies and Strategies:

Not applicable

**Governance Committee Work Programme
Appendix 1**

16 June 2021 (Joint Meeting with the Audit Committee)

- Review of Local Code of Corporate Governance and Annual Governance Statement 2020/21

16 June 2021 (Governance Committee) –

- Monitoring Officer Report
- Declarations of Interests
- Annual Constitution Review
- Annual Report of the Committee
- Model Code of Conduct update

7 July 2021

- Community Governance Review – outcome of first initial consultation period and formulation of draft review recommendations for approval by Council (these draft recommendations will be subject to a second period of public consultation)

13 October 2021 – date of meeting subject to review as a result of the Community Governance Review

- Monitoring Officer Report
- Annual Report on Whistleblowing
- Annual Report from Senior Information Risk Owner
- Ombudsman Complaints
- Community Governance Review – response to public consultation in relation to draft review recommendations and formulation of final recommendations to Council
- RIPA Annual review

19 January 2022

- Monitoring Officer Report
- Gifts and Hospitality Report

9 March 2022

- Monitoring Officer Report
- Annual Constitution Report
- Review of Employee Code of Conduct (subject to changes being made to the Member Code of Conduct)

Ad hoc reports

- Politically exempt officer posts

Training