

Governance Committee Agenda



18 January 2023 at 7pm

**Crompton Room, Civic Centre, Duke Street,
Chelmsford, CM1 1JE**

Membership

Councillor H. Ayres (Chair)

and Councillors

K. Bentley, N.A. Dudley, D.G. Jones, M. Steel, A.G. Thorpe-Apps,
and N.M. Walsh

Parish Council Representatives

Councillor V. Chiswell (Great Baddow Parish Council)
Councillor P.S. Jackson (Great Waltham Parish Council)

J. Saltmarsh

Local people are welcome to attend this meeting, where your elected Councillors take decisions affecting YOU and your City. There is also an opportunity to ask your Councillors questions or make a statement. These have to be submitted in advance and details are on the agenda page. If you would like to find out more, please telephone Jan Decena in the Democracy Team on Chelmsford (01245) 606260 or email jan.decena@chelmsford.gov.uk.

Governance Committee

18 January 2023

AGENDA

1. Apologies for Absence

2. Minutes

To consider the minutes of the meeting held on 31 October 2022.

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 20 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.

Any member of the public who wishes to submit a question or statement to this meeting should email it to committees@chelmsford.gov.uk 24 hours before the start time of the meeting. All valid questions and statements will be published with the agenda on the website at least six hours before the start time and will be responded to at the meeting. Those who have submitted a valid question or statement will be entitled to put it in person at the meeting, provided they have indicated that they wish to do so and have submitted an email address to which an invitation to join the meeting and participate in it can be sent.

5. Chair's Announcements

6. Monitoring Officer Report

7. Standards Complaints Procedure Review

8. Work Programme

9. 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

31 October 2022 at 2pm

Present:

Councillor N. Dudley (Chair)

Councillors K. Bentley and M. Steel

Also in attendance –

Parish Councillors V Chiswell and P Jackson

Independent Person –
Mrs P Mills

Mrs June Saltmarsh

1. Apologies for Absence

Apologies for absence were received from Councillors Ayres, Jones, Thorpe Apps, Walsh and the Independent person Mrs Gosling.

2. Minutes

The Committee considered a request to amend a section of the previous meetings minutes. The request related to page 4 of the minutes and the 3rd bullet point from the top. The Committee were asked to amend the wording to 'the political nature of the complaint was not investigated'. The Committee did not feel the original minutes were inaccurate and therefore the minutes were accepted without amendments.

The minutes of the meeting on 31st October 2022 were confirmed as a correct record.

3. Declarations of Interest

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. Chair's Announcements

No Announcements were made.

5. Monitoring Officer Report

The Committee received a report from the Monitoring Officer on the latest statistical date for complaints under the standards regime. It showed that since the last report in June 2022, one further complaint had been received but this had resulted in no further action being necessary. The Committee also heard that one complaint from 2021 was now being heard on the 12th December after various difficulties scheduling the hearing.

The Committee were informed that eight Parish Councils had now adopted the model code and further training sessions were taking place, available to all Parishes. It was also noted that twin hatted Councillors did not need to attend sessions under each role. The Monitoring Officer also informed the Committee that an advert to recruit a further independent person would be going out soon. It was noted that this would lead to interviews at either the December or January meeting with an appointment then hopefully being made at the February Full Council meeting.

RESOLVED that;

1. the current statistical information as to complaints made be noted and published on the website;
2. the position in relation to the adoption of the model code of conduct at parish tier councils be noted;
3. the update on member training for the model code be noted and;
4. the recruitment of a further Independent Person be noted.

(2.16pm to 2.24pm)

6. Information Governance Update

The Committee received an annual update on the Council's approach to the assurance and management of information. The update covered the below areas;

- Statutory Requests
- Data Breaches
- Training and Awareness
- Cyber Security Review
- Policies
- Consents
- Privacy Notices
- Risk Management
- Phishing

- Contract
- Data Protection Impact Assessments

It was noted that the team had processed 785 requests within 2021/22 with 90% answered within the statutory timescales. The Committee also heard that a specific training module on emails would be delivered to staff and Councillors later this year. It was also noted that the Council had achieved a 90% completion rate for its cyber awareness and home working course against a target set at 85%.

In response to a question from the Committee it was noted that Freedom of Information requests mainly came via a form on the website but sometimes they were passed on by individual services. It was also noted that the number of requests was in line with similar sized authorities.

RESOLVED that the report be noted.

(2.25pm to 2.42pm)

7. Complaints to the Local Government and Social Care Ombudsman – Annual Review

The Committee considered a report containing information on the number of Ombudsman complaints received by Chelmsford City Council over the last year. A letter from the Local Government Ombudsman dated 20 July 2022 and summaries of the Council's performance were attached as appendices 1-2 to the report.

RESOLVED that the report be noted.

(2.43pm to 2.45pm)

8. Interim Polling District Review

The Committee received a report outlining the current polling arrangements within the local authority area which also recommended where changes would be required due to the Community Governance Review, to ensure they were legally compliant and effective. The Committee heard that full reviews had to be carried out prior to Parliamentary elections and this was instead an interim one, primarily focused on changes required by the Community Governance Review.

It was noted that the report had been split into two separate parts, those changes that were a legal requirement and those that may improve the voting experience. The proposals were detailed in the report and it was noted that there had only been one concern relating to the Great Baddow proposals received during the consultation on the grounds that they did not think the LGBCE would implement the changes on time.

It was noted however that since the consultation period, the LGBCE has reassured the council that the necessary changes will be made.

RESOLVED that the amendments outlined within the report be approved and implemented on publication of the full register for future elections, including the reallocation of polling district codes for administrative purposes.

(2.45pm to 2.57pm)

9. Senior Responsible Officer's report in relation to the Council's RIPA arrangements

The Committee considered a report updating them on the Council's RIPA arrangements. The Committee noted that RIPA policies along with training needs would continue to be reviewed annually with any ongoing actions through the RIPA officer working group. The Committee also heard that officers were not currently aware of any new guidance.

RESOLVED that the update be noted.

(2.54pm to 2.56pm)

10. Annual Whistleblowing Report

The Committee received a report updating it on the operation of the Council's Whistleblowing Policy and Procedure. It was noted that five reports had been made since December 2021 of which one was not a valid complaint, two did not directly involve the Council and two were assessed and investigated. The Committee also heard that officers would check that information was still included in the Council's induction processes.

RESOLVED that the report be noted.

(2.57pm to 3.pm)

11. Dispensation Policy

The Committee considered a report on the Council's Dispensation guidance and arrangements. It was noted that a review had been undertaken in light of the model code and due to it not being reviewed for some time. The Committee heard that the updated policy provided more detail about the processes and a new form had also been produced. It was also noted that Parishes often had their own arrangements but could adopt the City Council guidance as felt appropriate. It was also noted that the existing standing dispensations in the Council's Constitution were not being changed.

It was also noted that there was a key difference between wanting to speak at a meeting and wanting to vote, in most instances Councillors could still speak but may need a dispensation to vote on a certain item.

RESOLVED that the updated Dispensation guidance be adopted.

(3.01pm to 3.12pm)

12. Update on Register of Interests at City and Parish Level

The Committee received a report updating them on the register of interest forms for City and Parish tier authorities. It was noted that there had been some ongoing issues at the Parish tier with forms not being completed or updated and this annual assurance report would look to improve that. The report detailed the situation at the City Council and each Parish tier authority, which had significantly improved in recent weeks. The Monitoring Officer stated that some forms did not contain much information but they were accepted at face value.

RESOLVED that the update be noted.

(3.13pm to 3.26pm)

13. Work Programme

The Committee received a report updating them on their work programme. It was noted that the Independent Person interviews would take place in either December or January and that the complaints process item may not be ready for the January meeting.

RESOLVED that the report be noted.

(3.27pm to 3.33pm)

14. Urgent Business

There were no items of urgent business.

The meeting closed at 3.33pm.

Chair



Chelmsford City Council Governance Committee

18 January 2023

Monitoring Officers Report

Report by:
Monitoring Officer

Officer Contact:

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

Purpose

To update members on recent standards complaints, adoption of and training in relation to the LGA model code of conduct, recruitment of an independent person and reviews of the employee code of conduct & Whistleblowing Policies.

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.
 2. To note the position in relation the adoption of the LGA model code of conduct at parish tier as well as training undertaken.
 3. To note the recruitment of a further Independent Person.
 4. To note the position concerning the review of the Employee Code of Conduct.
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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 there was a significant increase in the level of complaints received during 2021. By comparison during 2022, 3 complaints were received which resulted in no further action.
- 1.3. In relation to outstanding investigations from complaints received in 2021, members will note that there is now one outstanding hearing following investigation that has been rescheduled a number of times due to non-availability of different parties when various hearing dates have been scheduled. The hearing is in the process of being further rescheduled as quickly as possible. One other investigation is also now closed following a hearing in September.
- 1.4. Subject to any questions raised, the Committee is asked to confirm that this information should be published as set out in Recommendation 1.

2. Adoption of Model code of conduct & training

- 2.1. At the time of writing this report the Monitoring Officer has been advised that 9 parish tier councils have adopted the model code of conduct so far and other councils have been encouraged to consider adoption. Further updates will be provided.
- 2.2. The Monitoring Officer has undertaken 6 training sessions in relation to the model code of conduct. These initially included only city councillors but later sessions were extended to parish tier authorities. In terms of City Councillor attendance 4 city councillors did not attend one of the sessions. The slides and a recording of one of the sessions have been circulated to all city councillors and all councillors have been made aware of the changes. Further training will be provided after the 2023 Local Elections and the induction programme will include appropriate arrangements. Parish tier clerks have been provided with the slides for the training session. It should be noted that there will not be sufficient resource to run multiple parish tier sessions after the 2023 elections and other alternatives will need to be explored.

3. Recruitment of Independent Person

- 3.1. The recruitment for an independent person will commence in January 2023 and as required will be advertised accordingly. Members will be involved in the recruitment with a view to making a recommendation at March committee for appointment at Annual Council in May 2023.

4. Employee code of conduct

- 4.1. The Employee Code of Conduct has been reviewed in light of the changes to the Member Code of Conduct to establish whether changes are necessary to bring the Employee Code of Conduct into alignment. The area of gifts and hospitality was specifically considered. The employee code was already similar to the LGA Model code and no changes are necessary.

5. Whistleblowing Policy

- 5.1. A review of the Whistleblowing Policy has also been undertaken to establish whether changes are necessary to ensure the Whistleblowing Policy is compliant with legal requirements. Some minor updates will be necessary (eg to include the latest website links) but otherwise the current policy is compliant. Indeed this goes further than minimum legal requirements eg its scope is broader than workers and annual reporting to Governance Committee already in place. There is potential for further legislative changes to be made in this area and the policy would be further reviewed at that stage.

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: None

Health and Safety: None

Digital: None

Other: None

Consultees: None

Relevant Policies and Strategies:

Complaints Procedure

Standards Enquiries and Investigations Statistics – Localism Act 2011

November 2022 – to January 2023

Status of Complaint Categories	Total No.	Case No.	City, Parish tier Councillor	Date Issue First Raised	Alleged Breach or Issue Raised	Current Position
1. No formal complaint or withdrawn	0					
2. No further action required after consultation with one of the Independent Persons	0					

Status of Complaint Categories	Total No.	Case No.	City, Parish tier Councillor	Date Issue First Raised	Alleged Breach or Issue Raised	Current Position
3. Not able to legally pursue complaint	0					
4. Complaint on hold	0					
5. Decision as to appropriate action still awaited	0					
6. Complaints being investigated	6	18/21 Now linked with 31-35/21		Apr & Dec 21	Various allegations relating to registration/declaration of interests by 7 councillors	Investigation completed May 22. Complaints relating to 5 councillors dealt with via reminder/warning. Hearing scheduled for remaining 2 councillors deferred due to non-availability of different parties. Hearing in the process of being further rescheduled.
Total	6		6 parish tier complaints			

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

18 January 2023

Review of Standards complaints procedures

Report by:
Monitoring Officer

Officer Contact:

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

Purpose

To provide an update in relation to the review of the Council's Standards complaints procedures.

Recommendations

1. To consider and approve the changes proposed following the review.
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1. Background

- 1.1. A periodic review of standards complaints procedures has been undertaken to ensure compliance with changes in legislation (eg Localism Act 2011), guidance and also in light of the high level of complaints received in 2021. The investigation procedure will be reviewed at a later date.

- 1.2. A number of minor changes are recommended and the proposed changes are included on the appendix as tracked changes. Most of the proposed changes simply seek to clarify and provide more detail as to the current process.

2. Conclusion

- 2.1. Members of the Governance Committee are asked to consider the proposed changes to the complaints process and to determine the final version.

List of appendices:

Appendix 1 – Suggested Changes to Current Procedures

Background papers: LGA guidance for Monitoring Officers

Corporate Implications

Legal/Constitutional: The legislative requirements are addressed 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: The process assists to determine allegations of behaviour which falls below that required by the Member Code of Conduct and where necessary take appropriate action.

Equality and Diversity: As only minor changes are recommended no impact assessment is required

Health and Safety: None

Digital: None

Other: None

Consultees: None

Relevant Policies and Strategies:

Current Code of Conduct

PART 5.1.2

COMPLAINTS PROCEDURE

Context

- 1.1 These “Arrangements” set out how a complaint can be made about an elected or co-opted member of this authority or of a Parish ~~tier or Town~~ Council within its area (“a Councillor”) who you believe has failed to comply with the Councillors’ Code of Conduct, and sets out how the authority will deal with allegations of a failure to do so.
- 1.2 Under Section 28(6) and (7) of the Localism Act 2011, the Council must have in place “arrangements” under which allegations that a Councillor or co-opted member of the Council or of a Parish ~~tier or Town~~ Council within the authority’s area, or of a Committee or Sub-Committee of the Council, has failed to comply with Code of Conduct can be investigated and decisions made on such allegations. ~~It is not important to note that~~ the Monitoring Officer ~~does~~ Officer does not have jurisdiction to intervene in decisions made or other complaints in relation ~~to parish tier council~~ business. This procedure relates solely to allegations against an identified Councillor ~~specifying~~ specifying any potential breach(es) of the relevant authority’s Code of Conduct.
- 1.3 Such arrangements are designed to be open and fair to all parties and enable both complainant and councillor concerned to have confidence in the process. The arrangements must also provide for the Council to appoint at least 1 Independent Person, whose views must be sought by it before it takes a decision on an allegation which it has decided shall be investigated and at any other stage of the procedure, or by a Councillor or co-opted member of the Council or a Parish tier or Town Council within its area against whom an allegation has been made.
- ~~1.3~~ 1.4 References in this procedure to Monitoring Officer includes the officer appointed as Monitoring Officer as well as the Deputy Monitoring Officer or officer designated by them to carry out their functions as Monitoring Officer.

2. The Code of Conduct

- 2.1 The Council has adopted the Local Government Association (LGA) Model a Code of Conduct for Councillors, which is available for inspection on the Council or LGA its website and upon reasonable notice request from Reception at the Council Offices.
- 2.2 The Council has recommended that e~~E~~ach Parish ~~tier and Town~~ Council ~~is also required to~~ adopts the LGA Model -a Code of Conduct. Those that have already done so will have the same Code of Conduct as the Council. If you wish to establish which Code of Conduct has been adopted or ~~inspect~~ a Parish ~~tier~~ Council’s Code of Conduct, this should be available on the website operated by

the relevant Council or alternatively you can contact the ~~relevant Parish or Town~~ Clerk to tell you how else you can obtain a copy or inspect it.

3. Making a complaint

- 3.1 If you wish to make a complaint alleging that a councillor has breached the Code of Conduct, ~~the quickest and simplest way for you to do so is to you should~~ complete and submit the complaints form through the Council's website. If you are unable to do so please contact the Council's Monitoring Officer for further information on ~~alternative ways in which how~~ you can submit your complaint.
- 3.2 The Monitoring Officer is a senior officer of the authority who has statutory responsibility for maintaining the register of ~~members'~~ interests and who is

responsible for administering the system in respect of complaints of councillor misconduct.

- 3.3 In order to ensure that we have all the information which we need to be able to process your complaint, please provide as much detail as possible and respond promptly/within specified timeframes to any requests by the Monitoring Officer for further information
- 3.4 You will be asked to provide your name and a contact address or email address, so that receipt of your complaint can be acknowledged and you can be kept informed of its progress. A complainant is usually expected to be willing for their identity to be provided to the councillor concerned. However, if there are good grounds if you want to keep your name and address confidential, please indicate this in the space provided on the complaint form together with why this is requested. The Monitoring Officer will consider your request and if granted will not disclose your name and address to the Councillor against whom you make the complaint, without your prior consent.
- 3.5 The Council does not normally investigate anonymous complaints, unless there is a clear public interest in doing so.
- 3-53.6 Complainants are expected to say whether they are a member of the public, fellow councillor or officer, what the complaint is about and the authority that the councillor belongs to, details of the alleged misconduct including the specific paragraph of the code of conduct which is alleged to have been breached together with dates, witness details and other supporting information.
- 3.7 The Monitoring Officer will check that your complaint is valid. This involves checking that the complaint falls within the authority's legal jurisdiction eg it relates to an alleged breach of the code of conduct by a serving councillor. You will be contacted as soon as practicable should an issue concerning validity arise.
- 3.8 The Monitoring Officer will acknowledge receipt of your complaint within 5 working days of receiving it, explain the process that will be followed and will keep you informed of the progress of your complaint. Please note that emails may be sent to you from a group email address which is standards@chelmsford.gov.uk.
- 3-63.9 The Councillor subject to a complaint will usually be informed of the detail of the complaint submitted at the same time as your complaint is acknowledged. The councillor subject to the complaint will also normally be given an opportunity to voluntarily respond to the complaint at that stage. However they are under no obligation to do so. Any information that is provided by the councillor may be taken into account at any stage of the complaint including initial assessment of the complaint, where information provided is considered relevant.

3.7.3.10 The Complaints Procedure Flowchart is annexed at **Annex 1** for your assistance.

4. Initial assessment of a complaint~~Will your complaint be investigated?~~

4.1 The Monitoring Officer will review every complaint received and, ~~will usually may~~ consult with the Independent Person. ~~The Council may reach one of the three decisions on an allegation that before taking a decision as to whether it:~~

4.1.1 ~~No further action should be taken in relation to the allegation Merits no further action~~

4.1.2 ~~"Other" action or informal resolution should be undertaken Merits (eg apology, training, mediation)~~

4.1.24.1.3 ~~The matter should be referred for investigation further action (the Independent Person will always be consulted before a decision to investigate is taken)~~

~~4.1.3 Should be referred to the Governance Committee~~

4.2 This decision will normally be taken within 28 working days of receipt of your complaint. Your complaint will be considered in accordance with the publicly available Assessment Criteria ~~which can be found at annexed at~~ **Annex 2**.

4.2.1 Where the Monitoring Officer has taken a decision, they will inform you of their decision and the reasons for that decision.

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4.2.2 Where the Monitoring Officer requires additional information in order to come to a decision, we may come back to you for such information, and may request information from the Councillor against whom your complaint is directed.

4.2.3 Where your complaint relates to a Parish ~~tier or Town~~ Councillor, the Monitoring Officer may also inform the ~~relevant Parish~~ Council of your complaint and seek their ~~views of the relevant Council~~ before deciding what to do.

4.3 In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally, without the need for a formal investigation. Such informal resolution may involve the Councillor accepting that their conduct was unacceptable and offering an apology, or other action agreed by the authority. Where the Councillor or the authority makes a reasonable offer of informal resolution, but you are not willing to accept the offer, the Monitoring Officer will take account of this in deciding whether the complaint merits further investigation.

4.4 If your complaint identifies criminal conduct or breach of other regulation by any person, the Monitoring Officer has the power to contact the Police or other regulatory agencies and will confirm to you that this has been done. The complainant will be notified that this contact has been made where appropriate.

4.4.5 ~~Whatever the outcome of initial assessment of a complaint (including where a matter is referred for investigation or other action), it does not mean that a decision has been made concerning the merits of the complaint. It simply means that the Council believes the alleged conduct, if proven, may or may not amount to a failure to comply with the Code of Conduct and as to whether some action should be taken in response to the complaint.~~

5. How is ~~an the~~ investigation conducted?

5.1 If after consultation with an independent person the Monitoring Officer decides that a complaint merits further investigation, they may appoint an Investigating Officer, who may be another senior officer of the authority, an officer of another authority or an external investigator. The Investigating Officer or Monitoring Officer will decide whether they need to meet or speak to you to understand the nature of your complaint and so that you can explain your understanding of events and suggest what documents need to be seen, and who needs to be interviewed.

5.2 The Investigating Officer or Monitoring Officer will normally write to the Councillor against whom you have complained and ~~provide the, with a copy of your~~

~~complaint, and~~ ask the member to provide their explanation of events, and to identify what documents they need to see and who needs to be interviewed. In exceptional cases, where it is appropriate to keep your identity confidential or disclosure of details of the complaint to the member might prejudice the investigation, ~~your details can be withheld or the Monitoring Officer can delete your name and address from the papers given to the Councillor, or notification delayed~~ delay notifying them until the investigation has progressed sufficiently.

~~5.3~~ At the end of the investigation, the Investigating Officer ~~or Monitoring Officer~~ will produce a draft report ("the Investigation Report") and will send copies of that draft report, in confidence, to the Monitoring Officer. This enables the Monitoring Officer to identify any issues that require further consideration or investigation.

~~5.35.4~~ The Investigating Officer will then send to you and to the Councillor concerned a copy of the draft report, to also give you both an opportunity to identify any corrections or inaccuracies in that draft report that you consider require further ~~more~~ consideration.

~~5.45.5~~ The Investigating Officer will consider any representations made by the parties before issuing their final report which will be sent to ~~Where an Investigating Officer has been appointed, they will send their final report to~~ the Monitoring Officer. This is summarised in **Annex 3**.

6. What happens if the Investigating Officer or Monitoring Officer concludes that there is no evidence of a failure to comply with the Code of Conduct?

~~6.1~~ The ~~If an Investigating Officer has been appointed the~~ Monitoring Officer will review the Investigation Report and, if they are satisfied that the report is sufficient, the Monitoring Officer will write to you and to the Councillor concerned, as well as any relevant Parish ~~tier or Town~~ Council, notifying you that they are satisfied that no further action is required. A copy of the report will be provided in confidence to the parties. enclose a copy of the Report.

~~6.2~~ ~~If an Investigating Officer has been appointed and if the Monitoring Officer is not satisfied that the investigation has been conducted properly, they may ask the Investigating Officer to reconsider their report before deciding what further action is required.~~

7. What happens if the Investigating Officer or Monitoring Officer concludes that there is evidence of a failure to comply with the Code of Conduct?

~~7.1~~ The ~~If an Investigating Officer has been appointed the~~ Monitoring Officer will review the Investigation report and will then either send the matter for a hearing before the Governance Committee or, after consulting the Independent Person, seek an informal resolution.

7.1.1 Informal Resolution

The Monitoring Officer may consider that the matter can reasonably be resolved without the need for a hearing. In such a case, they will consult with the Independent Person before any decision as to an alternative resolution is made. and with you as complainant and seek to agree what you may consider to be a fair resolution, which also helps to ensure higher standards of conduct for the future. Such resolution may include the Councillor accepting that their conduct was unacceptable and offering

an apology, and/or other action recommended by the Investigator or considered appropriate by the Monitoring Officer in consultation with the Independent Person. Council. If the Councillor complies with the suggested resolution, the Monitoring Officer will report the matter to the Governance Committee, and where appropriate the Parish tier or Town Council, for information, but will take no further action.

7.1.2 Hearing

i) If the Monitoring Officer considers that informal resolution is not appropriate, or the Councillor concerned is not prepared to undertake any other proposed action that has been recommended, such as giving an apology, then the Monitoring Officer will convene a meeting of the Governance Committee to consider the Investigation Report.

ii) The Committee may conduct a hearing before deciding whether the member has failed to comply with the Code of Conduct and, if so, whether to take any action in respect of the Councillor.

iii) The Council has agreed a procedure for hearing complaints, which is attached as **Annex 4** to these arrangements.

iv) At the hearing-

- The Investigating Officer ~~or the Monitoring Officer~~ will present their report ~~and, call such witnesses as considered necessary and~~ make representations to substantiate the ~~ir~~ conclusion that the ~~councillor/member~~ has failed to comply with the Code of Conduct. Witnesses of fact will only be called where the facts are in dispute and live evidence from witnesses is necessary to enable the Governance Committee to reach a decision.
- The Investigating Officer or Monitoring Officer may ask you as the complainant and/or any witnesses to attend and give evidence to the Committee.
- The Councillor will then have an opportunity to give evidence, ~~to call witnesses and~~ to make representations to the Committee as to why they consider that they did not fail to comply with the Code of Conduct. Witnesses of fact will only be called where the facts are in dispute and live evidence from the councillor or other witnesses are necessary to enable the Governance Committee to reach a decision.

v) The Committee, with the benefit of any advice from the Independent Person, may either conclude that the Councillor -

- Did not fail to comply with the Code of Conduct, and dismiss the complaint; or
- Did fail to comply with the Code of Conduct, in which case the Chair will inform the Councillor of this finding and the Committee will then consider what action, if any, the Committee should take as a result of the Councillor's failure to comply with the Code of

Conduct. In doing this, the Committee will give the Councillor an opportunity to make representations to the Committee and will consult the Independent Person, but will then decide what action, if any, to take in respect of the matter.

8. What action can the Governance Committee take where a ~~councillor member~~ has failed to comply with the Code of Conduct?¹

8.1 The Council has delegated to the Committee such of its powers to take action in respect of individual members as may be necessary to promote and maintain high standards of conduct. Accordingly the Committee may:-

- 8.1.1 Publish its findings in respect of the ~~Councillor member~~'s conduct;
- 8.1.2 Report its findings to Council or relevant Parish ~~tier or Town~~ Council for information;
- 8.1.3 Recommend to Council or the relevant Parish ~~tier or Town~~ Council that they be issued with a formal censure or be reprimanded
- 8.1.4 Recommend to the Councillor's Group Leader (or in the case of un-grouped ~~councillor members~~, recommend to Council or to Committees) that they are removed from any or all Committees or Sub-Committees of the Council;
- 8.1.5 Recommend to the Leader of the Council that the Councillor is removed from the Cabinet, or removed from particular Portfolio responsibilities;
- 8.1.6 Instruct the Monitoring Officer or recommend that the relevant Parish ~~tier or Town~~ Council arrange training for the Councillor;
- 8.1.7 Remove or recommend to the relevant Parish ~~tier or Town~~ Council that the Councillor be removed from all outside appointments to which they have been appointed or nominated by that authority;
- 8.1.8 Withdraw or recommend to the relevant Parish ~~tier or Town~~ Council that it withdraws facilities provided to the Councillor by the Council, such as a computer, website and/or email and internet access; or
- 8.1.9 Exclude or recommend to the relevant Parish ~~tier or Town~~ Council that it excludes the ~~Councillor member~~ from the Council's Offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.
- 8.1.10 The Committee has no power to suspend or disqualify the Councillor or to withdraw the payment of any allowances payable to them.

9. What happens at the end of the hearing?

- 9.1 At the end of the hearing, the Chair will state the decision of the Governance Committee as to whether the Councillor failed to comply with the Code of Conduct and as to any actions or sanctions the Committee has decided to impose or recommend.
- 9.2 As soon as reasonably practicable thereafter, the Monitoring Officer shall prepare a formal decision notice in consultation with the Chair of the Committee, and –
- 9.2.1 Send a copy to you, to the Councillor concerned and update any relevant Parish ~~tier or Town~~ Council as to the outcome,
- 9.2.2 Make that decision notice available for public inspection and on the Council's website ~~–and~~
- 9.2.3 ~~Report the decision to the next convenient meeting of the Council.~~

10. What is the Governance Committee?

- 10.1 It is a Committee ~~consisting~~comprising of Councillors, the terms of reference of which include the management of the Standards regime under the Localism Act 2011.
- 10.2 The Committee has decided that it will comprise a maximum of seven Councillors of the Council, including not more than two members of the City Council's Executive and comprising members drawn from other political parties, as well as representatives from the Parish ~~tier and Town~~ Councils. Subject to those requirements, it is appointed on the nomination of the City Council party group leaders in proportion to the strengths of each party group on the City Council.
- 10.3 If the Councillor complained about is a member of a Parish ~~tier or Town~~ Council a Parish ~~tier or Town~~ Council representative of the Governance Committee will also be invited to attend.
- 10.4 The Independent Person ~~(s) are~~is invited to attend all meetings of the Committee and their views are sought and taken into consideration before the Committee takes any decision on whether the Councillor's conduct constitutes a failure to comply with the Code of Conduct and as to any action to be taken following a finding of failure to comply with it.

11. Who is an ~~the~~ Independent Person?

11.1 The Independent Person is a person who has applied for the post following advertisement of a vacancy for the post, and is appointed by a positive vote from a majority of all the members of Council.

11.2 A person cannot be “independent” if they:

~~11.2.1~~ Are, or have been within the past 5 years ~~ending on 30th June 2012~~, a member, co-opted member or officer of the City, ~~or~~ Parish ~~tier or Town~~ Councils, ~~except in the case of Independent Members they can be appointed if they resigned before the 1st July 2012 and their appointment was made before 1st July 2013;~~

~~11.2.2~~ ~~11.2.1~~ Are a relative or close friend, of a person within this paragraph ~~11.2.1 above~~. For this purpose, a “relative” means:

- i) Spouse or civil partner;
- ii) Living with the other person as husband and wife or as if they were civil partners;
- iii) Grandparent of the other person;
- iv) A lineal descendent of a grandparent of the other person;
- v) A parent, sibling or child of a person within this paragraphs ~~11.2.2(i) or 11.2.2(ii);~~ or
- vi) A spouse or civil partner of a person within this paragraphs ~~11.2.2(iii), 11.2.2(iv) or 11.2.2(v);~~ or
- vii) Living with a person within this paragraphs ~~11.2.2(iii), 11.2.2(iv) or 11.2.2(v)~~ as spouses husband and wife or as if they were civil partners.

12. Revision of these arrangements

12.1 The Council may ~~by resolution~~ agree to amend these arrangements, and has delegated to the Chair of the Committee and/or the Monitoring Officer the right to depart from these arrangements where they consider that it is expedient to do so in order to secure the effective and fair consideration of any matter.

13. Appeals

13.1 There is no right of appeal for you as complainant or for the Councillor against a

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| decision of the Monitoring Officer or of the Committee.

13.2 If you feel that the authority has failed to deal with your complaint properly, you may make a complaint to the Local Government Ombudsman at www.lgo.org.uk/making-a-complaint



Chelmsford City Council Governance Committee

18 January 2023

Work Programme

Report by:
Monitoring Officer

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

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.

1.2. It has been necessary to make some changes to the programme as a result of workloads.

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

Appendix 1

Governance Committee Work Programme

January/February

- Hearing 18 & 31-35/21 - TBC

18 January 2023

- Monitoring Officer Report
- Review of Standards complaints procedures
- Review of Whistleblowing policy
- Employee Code of Conduct

8 March 2023

- Monitoring Officer Report
- Annual Constitution Report
- Gifts and Hospitality Report
- Independent Person interviews
- Review of social media guidance
- Review of training policy for members in relation to code of conduct

Ad hoc reports

- Politically exempt officer posts

Training

Dispensation