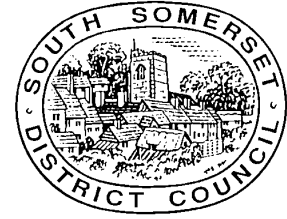


South Somerset District Council

Notice of Meeting



Standards Committee



Making a difference where it counts

Tuesday 11th July 2017

2.00 pm

**Main Committee Room
Council Offices
Brympton Way
Yeovil
BA20 2HT**

(disabled access and a hearing loop are available at this meeting venue)



Members listed over the page are requested to attend the meeting.

The public and press are welcome to attend.

If you would like any further information on the items to be discussed, please ring the Agenda Co-ordinator, **Becky Sanders, Democratic Services Officer 01935 462596**, website: www.southsomerset.gov.uk

This Agenda was issued on Monday 3 July 2017.

Ian Clarke, Director (Support Services)

This information is also available on our website
www.southsomerset.gov.uk



INVESTORS IN PEOPLE

Standards Committee Membership

SSDC Councillors

Neil Bloomfield
Nigel Gage

Anna Groskop
Paul Maxwell

Crispin Raikes
Angie Singleton

Co-opted Town/Parish Council Representatives (non-voting members of the Standards Committee)

Godfrey Townrow

The Independent Persons are also invited to attend meetings (not members of the Standards Committee):

Christopher Borland, Peter Forrester

Recording and photography at council meetings

Recording of council meetings is permitted, however anyone wishing to do so should let the Chairperson of the meeting know prior to the start of the meeting. The recording should be overt and clearly visible to anyone at the meeting, but non-disruptive. If someone is recording the meeting, the Chairman will make an announcement at the beginning of the meeting.

Any member of the public has the right not to be recorded. If anyone making public representation does not wish to be recorded they must let the Chairperson know.

The full 'Policy on Audio/Visual Recording and Photography at Council Meetings' can be viewed online at:

<http://modgov.southsomerset.gov.uk/documents/s3327/Policy%20on%20the%20recording%20of%20council%20meetings.pdf>

Terms of Reference

- promote and maintain high standards of conduct by Members and Co-opted Members;
- advise, train or arrange to train Members and Co-opted Members of the Council on matters relating to the Authority's Members' Code of Conduct and wider propriety issues, including issuing guidance where appropriate;
- recommend the adoption or revision of any Council Codes of Conduct for Members and Co-opted Members, and to monitor the operation of such code(s) of conduct;
- deal with the assessment and determination of complaints under the Members' Code of Conduct relating to Members and Co-opted Members (other than where the power to deal with such matters has been delegated to and exercised by the Monitoring Officer). Where the investigation finds evidence of a failure to comply with the Code of Conduct and a local resolution is not appropriate or not possible, then a Hearing Panel of the Committee (comprising 3 voting members of the Standards Committee agreed by the Monitoring Officer in consultation with the Committee Chairman) will consider and decide the complaint.
- to take decisions in respect of a Member and Co-opted Member who is found on hearing to have failed to comply with the Code of Conduct, including –
 - Reporting its findings to Council [or to the Parish Council] for information;
 - Recommending to the member's Group Leader that he/she be removed from any or all Committees or Sub-Committees of the Council (other than the relevant Area Committee);
 - Recommending to the Leader of the Council that the member be removed from the District Executive Committee, or removed from particular Portfolio responsibilities;
 - Instructing the Monitoring Officer to [or recommend that the Parish Council] arrange training for the member;
 - Removing [or recommend to the Parish Council that the member be removed] from all outside appointments to which he/she has been appointed or nominated by the authority [or by the Parish Council];
 - Withdrawing [or recommend to the Parish Council that it withdraws] facilities provided to the member by the Council, such as a computer, website and/or email and Internet access;
 - Restricting contact to named officers or requiring contact be through named officers; or
 - Excluding [or recommend that the Parish Council exclude] the 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.
- advise on the management of statutory and other registers of interest and gifts / hospitality received;
- advise the Council on possible changes to the Constitution (except the Council and Cabinet Schemes of Delegation) in relation the key documents and protocols dealing with members conduct and ethical standards.

Standards Committee

Tuesday 11 July 2017

Agenda

1. Minutes (Pages 5 - 9)

To approve as a correct record the minutes of the previous meeting held on 9 February 2016.

2. Apologies for absence

3. Declarations of Interest

In accordance with the Council's current Code of Conduct (adopted July 2012), which includes all the provisions relating to Disclosable Pecuniary Interests (DPI), personal and prejudicial interests, Members are asked to declare any DPI and also any personal interests (and whether or not such personal interests are also "prejudicial") in relation to any matter on the Agenda for this meeting. A DPI is defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No. 1464) and Appendix 3 of the Council's Code of Conduct. A personal interest is defined in paragraph 2.8 of the Code and a prejudicial interest is defined in paragraph 2.9.

Members are reminded that they need to declare the fact that they are also a member of a County, Town or Parish Council as a Personal Interest. As a result of the change made to the Code of Conduct by this Council at its meeting on 15th May 2014, where you are also a member of Somerset County Council and/or a Town or Parish Council within South Somerset you must declare a prejudicial interest in any business on the agenda where there is a financial benefit or gain or advantage to Somerset County Council and/or a Town or Parish Council which would be at the cost or to the financial disadvantage of South Somerset District Council. If you have a prejudicial interest you must comply with paragraphs 2.9(b) and 2.9(c) of the Code.

In the interests of complete transparency, Members of the County Council, who are not also members of this committee, are encouraged to declare any interests they may have in any matters being discussed even though they may not be under any obligation to do so under any relevant code of conduct.

4. Public question time

Items for Discussion

5. Presentation From The Somerset Association of Local Councils (Page 10)

6. Complaints Received by the Monitoring Officer - Update (Pages 11 - 13)

7. Update on matters of interest (Page 14)

8. Committee Work Programme and Future Meetings (Pages 15 - 18)

Agenda Item 1

South Somerset District Council

Draft Minutes of a meeting of the **Standards Committee** held in the **Main Committee Room, Brympton Way on Tuesday 9 February 2016.**

(2.15 pm - 3.25 pm)

Present:

Members: Councillor Anna Groskop (Chairman)

District Councillors: Neil Bloomfield, Gye Dibben, Val Keitch, Paul Maxwell and Angie Singleton (from 2.20pm)

Parish Representatives: None present at the meeting.

Independent Persons: Christopher Borland and Peter Forrester (from 2.25pm)

Officers

Ian Clarke	Director (Support Services)
Angela Cox	Democratic Services Manager
Becky Sanders	Democratic Services Officer

1. Minutes (Agenda Item 1)

The Democratic Services Manager on behalf of Councillor Godfrey Townrow (Parish Council representative) who was absent, noted he had queried if the Member / Officer Protocol as mentioned in minute 5 had been circulated. She clarified due to an oversight that this had not happened, but would be actioned in the near future.

The minutes of the meeting held on 14 October 2014 were approved as a correct record and signed by the Chairman.

2. Apologies for absence (Agenda Item 2)

An apology for absence was received from Councillor Godfrey Townrow (Parish Council representative).

3. Declarations of Interest (Agenda Item 3)

There were no declarations of interest.

4. Public question time (Agenda Item 4)

Mr K Robbins, addressed members and raised a number of historical, and in his opinion, ongoing issues regarding Tatworth and Forton Parish Council. He provided a little more detail to the situation and asked that a way forward to try and resolve the perceived problems be suggested. Due to the way previous complaints about parish councillors

had been dealt with he had little confidence in the complaints process, and hence been reluctant to submit a formal complaint.

In response to comments made, the Assistant Director (Legal and Corporate Services) noted he was not aware of any outstanding complaints, and that challenges regarding the treatment of old complaints could have been made to the Ombudsman. He commented that if there was any unanswered correspondence relating to complaints about the parish he would welcome a copy to have the opportunity to respond. It was noted that SSDC had no powers to interfere in the process of the parish council and was only able to deal with complaints about councillors in relation to the Code of Conduct.

The Chairman commented that when councillors were elected, they were elected to make decisions, some of which may not be liked or supported by the electorate. She explained the limitations of the Standards Committee and felt many of the issues that had been referred to were administrative. It was noted that officers would send the appropriate complaints form, guidance and procedure notes to Mr Robbins.

5. Review of Complaints Process (Agenda Item 5)

The Assistant Director (Legal and Corporate Services) presented the report as detailed in the agenda, and noted the sanctions available were not significant and complainants were often looking for a sanction which was not available, such as disqualification. He highlighted the proposed changes to the process and guidance notes including:

- To stress the Code only applies when a councillor acting in an official capacity.
- Explanation of the stages to a complaint, and only in exceptional circumstances will there be a formal investigations.
- Outcomes following investigation.

During a short discussion, the Assistant Director clarified points of detail as requested by members. It was suggested, and agreed, that two minor refinements be made to the guidance notes:

- The paragraph about the document being available in another language etc should be moved to the front of the document.
- Reference to a Panel occurs for the first time under the paragraph heading 'Hearing Stage', and reference should be made to it in relevant prior paragraphs/stages.

Members were content to recommend to Council that the revised arrangements, subject to the suggested refinements being made, be adopted as soon as possible.

RESOLVED: It was resolved that:

1. The guidance notes be amended as follows:
 - The paragraph about the document being available in another language etc be moved to the front of the document.
 - Reference to a Panel occurs for the first time under the paragraph heading 'Hearing Stage', and reference should be made to it in relevant prior paragraphs/stages.
2. Standards Committee recommend to Council that the revised complaints process (for dealing with complaints about councillors) be adopted as soon as possible to replace those currently in force.

(Voting: Unanimous in favour)

6. Disclosable Pecuniary Interests (DPI) - Protocol with Police (Agenda Item 6)

The Assistant Director (Legal and Corporate Services) introduced the report which asked members to consider a protocol with the Police setting out the process to be followed, roles and responsibilities for dealing with complaints which suggest a member may be in breach of the legislation relating to Disclosable Pecuniary Interests (DPI).

It was noted the protocol proposed would provide a consistent approach across the county. He also advised that as the revised complaints process had been agreed at the previous agenda item, a slight amendment was required to the wording of the penultimate bullet point on the last page of the protocol, and a revised document was circulated with the suggested wording.

In response to comments raised during discussion, the Assistant Director clarified that:

- A record of complaints was kept on file
- Police would only deal with Monitoring Officers regarding DPI complaints.

Members were content to agree the Police Protocol, subject to the penultimate bullet point being amended as circulated at the meeting.

RESOLVED: That the Standards Committee agreed the Police Protocol (Appendix 1 to the report), with immediate effect and to notify the Avon & Somerset Constabulary accordingly, subject to the penultimate paragraph being amended to read:

- If the CPS decides not to proceed with a prosecution then the Monitoring Officer will decide whether it is appropriate to offer advice, guidance or training to the member concerned. It is accepted that the CPS require a higher standard of proof (beyond reasonable doubt) for a criminal prosecution and therefore whilst a criminal offence may not have been committed, there still may be sufficient evidence that a breach of the Code of Conduct has occurred. However the Monitoring Officer will take into consideration the fact that a Police investigation has taken place and the outcome from it in determining whether it is appropriate and proportionate to now consider whether some follow-up action would be more appropriate e.g. advice, guidance or training.

(Voting: Unanimous)

7. Parish and Town Councils - Update on the Number of Register of Interests Forms Received (Agenda Item 7)

The Assistant Director (Legal and Corporate Services) introduced the report as detailed in the agenda which updated members about the number of Register of Interests forms returned from town and parish councils. He reminded members that each parish could now adopt their own Code of Conduct and Register of Interests forms, and so there was no longer a standardised format. All forms were checked before being scanned and placed on the SSDC website, and due to the resources required to do this, it was hoped to refine the process in the future.

Members were pleased to note the report.

RESOLVED: That the report be noted.

8. Members Register of Interests (Agenda Item 8)

The Assistant Director (Legal and Corporate Services) introduced the report which asked members to consider revisions to the members Register of Interests forms. He noted that based on the experiences, as mentioned at agenda item 7, the proposal was to revise the form to provide more explanation as to the information required. It was hoped by providing more clarity that the number of queries or lack of information would be reduced. He highlighted the changes and noted the explanatory text would also be promoted to our town and parish councils.

Members were content to approve the changes to the proposed revised SSDC Members register of Interests form.

RESOLVED: That the proposed revised SSDC Members Register of Interests form (Appendix A to the report), be approved and promoted to all town and parish councils.

9. Update on matters of interest (Agenda Item 9)

The Assistant Director (Legal and Corporate Services) provided the Committee with updates on:

- Frictions within some parishes
 - often personality differences
 - no confidence in the Chairman
- Parish and Town Councils need to check their insurance cover - in particular that it covers councillors when out and about conducting parish/town council business. A note would be sent to clerks.

RESOLVED: That the verbal updates provided by the Assistant Director (Legal and Corporate Services) be noted.

10. Committee Work Programme and Future Meetings (Agenda Item 10)

The Assistant Director (Legal and Corporate Services) reminded members that if there were other matters they would like discussed at a future meeting to make contact with one of the officers.

RESOLVED:

1. That the Work Programme be agreed and noted.
2. That the future meeting arrangements be noted.

11. Exclusion of Press and Public (Agenda Item 11)

RESOLVED: That the following item be considered in Closed Session by virtue of the Local Government Act 1972, Schedule 12A under Paragraph 1: Information relating to any individual.

12. Complaints Received by the Monitoring Officer - Update (Confidential) (Agenda Item 12)

The Assistant Director in his role as Monitoring Officer introduced the report, noting that he had received three complaints under the Code of Conduct from September 2014 to mid-January 2016. He clarified that the councillors concerned were aware that the complaints were reported to the Standards Committee in confidential session as part of the complaints process.

There being no further discussion, members were content to note the report.

RESOLVED: That the report be noted.

.....
Chairman

Agenda Item 5

Presentation From The Somerset Association of Local Councils

Monitoring Officer: Ian Clarke, Director (Support Services)
Director: As above
Lead Officer: As above
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

The County Executive Officer from the Somerset Association of Local Councils (SALC) will attend the meeting to provide a presentation on their 'Parish Health Checks' and work to raise standards and improve governance.

Recommendations

That members:

1. Note and comment on the presentation.
2. Consider how the Monitoring Officer should use this service to support the town and parish councils in the SSDC administrative area.

Background Papers: None

Agenda Item 6

Complaints Received by the Monitoring Officer - Update

Monitoring Officer: Ian Clarke, Director (Support Services)
Director: As above
Lead Officer: As above
Contact Details: ian.clarke@southsomerset.gov.uk or 01935 462184

Purpose of Report

The Committee is asked to note the report and update of complaints received by the Monitoring Officer since the last meeting of the Standards Committee.

Public Interest

Any complaints about councillors (at District, Town or Parish level) under the code of conduct are considered by the SSDC's Monitoring Officer and the more serious in consultation with the Independent Persons. Although there are now very limited sanctions that can be applied by the Standards Committee should any breach of the code of conduct be found, it is still important that there remains a route by which such concerns can be independently considered.

Recommendation

The Committee is asked to note the report and the verbal update from the Monitoring Officer.

Background

In February 2016 the Council adopted a revised procedure for dealing with complaints about members to reflect both the change in the sanctions available and also to ensure that the approach adopted was more proportionate depending on the nature of the complaint. The broad outline of the current process is as follows:-

Preliminary Stage - The Monitoring Officer will consider whether the complaint falls within the scope of the complaints process, what Level it should be allocated and that there is evidence which would suggest there may have been a material breach of the code.

Level 1 Complaint – If the complaint is about procedural issues or unhappiness with decisions and is not code related or does not contain any evidence of any breach of the code or is technical minor breach of the code then it will be determined at this stage by the Monitoring Officer without further inquiry. The decisions which could be reached by the Monitoring Officer are (i) Not Code (ii) No Further Action – Potential Technical or Minor Breach But Not Proven. The Monitoring Officer will not automatically notify the councillor about the complaint for Level 1 complaints.

Level 2 Complaint - If the complaint doesn't fall within Level 1 then the councillor about whom the complaint relates will be provided with details of the complaint and invited to make representations.

On the completion of the initial assessment the Monitoring Officer will contact the complainant to advise them what action is proposed. Before making that decision, the Monitoring Officer will discuss the complaint with our "Independent Persons". These are individuals who are not councillors and who South Somerset District Council is required by law to appoint to assist it in dealing with complaints

against councillors. The decisions which could be reached by the Monitoring Officer are (i) No Further Action – No Breach (ii) No Further Action – Potential Breach - Not Proven (iii) Other Action – Potential Breach - Not Proven but Action Recommended (e.g. advice and guidance to be given) and (iv) Potential Breach – Refer for Investigation.

Investigation Stage - If the Monitoring Officer considers that the complaint is both very serious in terms of the potential breach of the code and an investigation is warranted in the public interest to establish the facts and the extent of any alleged breach, then an investigation will be carried out. Members should be aware that only very exceptionally will a complaint result in an investigation.

If an allegation relates to a disclosable pecuniary interest then this is a matter for the Police and will be referred to them to deal with. At the end of an investigation, the Standards Committee will have received a copy of the report and may be asked to consider what action should be taken in relation to its findings.

Outcome 1 - If an investigation reveals no failure to comply with the code or a minor/technical breach may have occurred or identifies a training requirement as opposed to any sanction as being the appropriate response then the Monitoring Officer, after consulting with the Independent Persons is authorised to issue guidance to either party, close the matter and issue his report to the complainant and the councillor complained about. The Monitoring Officer has the discretion to refer the matter to this Committee before exercising that power if he considers it appropriate.

Outcome 2 - If the investigation reveals a more significant failure to comply with the code then the Monitoring Officer in consultation with the Independent Person is authorised to seek a local resolution of the complaint. If that is not possible then the outcome of the investigation will either (i) be reported to a Hearings Panel for a local hearing (Note: the Hearings Panel will consist of three elected members from the Standards Committee who determine whether there has been a breach of the Code of Conduct and if so what sanction, if any, should be imposed) or (ii) form the basis of an Investigation Outcome Report which will be both published and issued to all parties and set out the nature of the complaint, the outcome of any investigation, the local resolution suggested by the Monitoring Officer and the response from the parties to this. The decision whether to proceed with either option (i) or (ii) above rests with the Monitoring Officer who will consult with the Independent Persons before deciding and will have regard to the relative costs involved and which option best serves the public interest.

Hearing Stage - If a hearing is required it will be held in public and both parties will be able to make representations and call witnesses. At the end of the Hearing, the Hearings Panel, after consulting with the Independent Person will decide whether, on the balance of probabilities there has been a failure to comply with the Code of Conduct and what “sanction” or “sanctions” should be imposed.

Whilst there is no right of appeal against the decisions of the Monitoring Officer, Standards Committee or Hearings Panel, any person affected by this process is still entitled to complain to the Local Government Ombudsman or challenge any decision through the Courts by way of Judicial Review.

Ultimately the procedure the Council has adopted is designed to be proportionate, timely, cost effective and fair to both sides. Its overriding objectives are to seek to provide pragmatic local solutions to local problems unless that proves to be impossible and also to avoid costly and time consuming investigations except for the very most serious of cases where an investigation is very clearly in the public interest.

Latest Position

Since the last meeting of the Standards Committee, the Monitoring Officer has received over 50 complaints the overwhelming majority of which are in relation to town/parish councillors or their council as a whole. Mostly the complaints are about “other matters” as opposed to issues which would engage

the code of conduct. These are usually about the behavior of local councils and their members, the failure to comply with processes and procedures and councils making decisions to which the complainant objects! As a rule these have been dealt with outside of this process as they have been classed as Level 1 “Not Code” at the outset.

Whilst the number may seem quite large, members will be reassured to note that the complaints, whilst they can be voluminous in terms of the “evidence” provided on occasion, they are generally quite minor/trivial in nature and not usually about our own SSDC members. However it does demonstrate that the absence of a Local Government Ombudsman equivalent for town and parish councils does create a situation where members of the public who are unhappy with their local council are inevitably left with no option but to complain to SSDC. Whilst we can and do give advice and guidance to our town and parish councils they do not fall under our jurisdiction other than in relation to the code of conduct, so we are limited in what we can do and the complainants on occasions do find that hard to accept.

Financial Implications

There are no financial implications of this report.

Council Plan Implications

None

Carbon Emissions and Climate Change Implications

None from this report.

Equality and Diversity Implications

Any printed material relating to the process for complaining about the conduct of members is available in large type and other languages as required. The guidance material and complaint form is regularly reviewed and the Monitoring Officer checks how well the form is completed when used and also records any issues raised with him about the accessibility of the forms and process.

Other Implications

There are no other implications. The processes referred to in this report have been carried out having regard to the current guidance, relevant regulations, the obligations under the Data Protection Act 1998, The Human Rights Act 1998 and the Regulation of Investigatory Powers Act 2000.

Background Papers: *None other than author’s own case papers used to compile the report.*

Agenda Item 7

Update on Matters of Interest

Monitoring Officer: Ian Clarke, Director (Support Services)
Director: As above
Lead Officer: As above
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

Purpose of Report

This report is submitted for information to update members on any recent information regarding matters of interest to the Standards Committee, and for the Monitoring Officer or Independent Persons to verbally update members on any ongoing matters.

Recommendation

That members note the verbal updates as presented by the Monitoring Officer.

Background Papers: None

Agenda Item 8

Committee Work Programme and Future Meetings

Monitoring Officer:: Ian Clarke Director Support Services
Lead Officer: As above
Contact Details: ian.clarke@southsomerset.gov.uk or (01935) 462184

Purpose of Report

To seek members' approval of the work programme and to advise members of the proposed future meeting arrangements.

Public Interest

In order that the work of the committees is planned effectively and to enable the public to see when items that may be of interest to them are to be discussed by the Standards Committee, it is important that a work programme is produced, agreed by the Committee, monitored and updated.

Recommendation:

- 1) That Members agree the Work Programme as attached as Appendix A
- 2) That Members note the future meeting arrangements

Work Programme

The suggested Work Programme to be agreed by the Committee is attached as Appendix A. Members are invited to suggest other items for future consideration. The Terms of Reference of the Standards Committee are shown at the front of this agenda so that members can see the scope of their responsibilities and this may help to suggest to members matters which could be usefully included within the Programme

Meeting Arrangements

The Committee is scheduled to meet on the following dates: 10th October 2017 and 13th February 2018.

The next meeting of the Standards Committee is scheduled for 10th October 2017 in the Main Committee Room, Brympton Way, Yeovil.

Background Papers: *None*

Appendix A

Standards Committee Work Programme 2017/18

Report	Timetable	Responsible Persons	Comments
Receive regular update reports from Independent Person	Each meeting of Standards Committee as required.	Chris Borland/Peter Forrester	May be a verbal update and only when the IP's have been used by the MO to consider formal complaints.
Receive reports from the Monitoring Officer regarding complaints received	Each meeting of Standards Committee	Ian Clarke	Only report if complaints received
Progress reports from Monitoring Officer in relation to current complaints which have progressed beyond the initial stage.	Each meeting of Standards Committee	Ian Clarke	Report will contain performance data and not personal details
Report on & agree Dispensation Applications as appropriate.	As required	Ian Clarke	Agreed process for determining these is already in place. Some applications are matters for the MO to determine and others require a decision of the Standards Committee itself.
Review Guidance for Members on Gifts and Hospitality	October 2017	Ian Clarke	It is proposed that this guidance undergo a "still fit for purpose" review every two years.
Annual Report to Council by Chairman of Committee and Independent Person	TBA	Chairman	It is suggested that this could be done at the annual council meeting in May. It could outline the work of the committee and give an overview of the complaint landscape across the district.
Review and streamline Hearing Procedures	TBA 2018	Ian Clarke	The intention will be to make the process more efficient, proportionate, cost effective and timely by dealing with the matter "on the papers" as far as possible. The new process should reflect the current reality around the range of sanctions currently available. No complaints have even reached the investigation stage in the recent past so this review has a lower priority.

Report	Timetable	Responsible Persons	Comments
Consider annual report on receipt of Gifts and Hospitality for Members and Officers	February 2018	Ian Clarke	Likely to be a very brief report based on our current experience and the strict policy this council has adopted (as promoted by the Standards Committee).
Assess training and support requirements of members of the District, Town and Parish Councils in relation to the Code of Conduct particularly for members elected in May 2019	TBA during 2018	Ian Clarke Angie Cox Jo Gale	Clerks to be contacted initially and asked to (i) confirm this is something they would be interested in helping to develop and participate in and (ii) identify the main training requirements or needs from their perspective to help design the training programme.
Review Guidance and Process for dealing with Complaints.	This was last reviewed in February 2016 so the next review would be in 2018	Ian Clarke	The plan was to review this every 2 years to ensure that it remains fit for purpose and continues to strike the right balance.
Review Protocol on Member/Officer relations.	October 2017	Ian Clarke/Jo Gale/volunteers for a working group to review protocol and agree how the survey should be conducted.	A recent Healthy Organisation Review recommended that members be surveyed about the effectiveness of their working relationship with officers. It is suggested that this group could look at this at the same time as reviewing the Protocol.
Consider revisions to the Constitution	As required	Ian Clarke	As part of transformation there will need to be a review of the scheme of delegation and financial procedure rules. Some aspects may require some oversight by this committee.
Consider complaints (where not delegated to the Monitoring Officer)	As required	Ian Clarke	No such complaints currently
Consider investigation reports (Hearings Panel) where required	As required	Ian Clarke	No investigations currently

Report	Timetable	Responsible Persons	Comments
Impose or recommend sanctions where there has been a breach of the Code of Conduct	As required	Ian Clarke / Hearings Panel	No hearings needed currently
Independent Persons to meet with Political Group Leaders and Chief Executive annually.	To be confirmed	Committee Admin to organise	The point behind this proposal was so that group leaders were more aware of the standards of behaviour generally amongst SSDC members and could be asked to use group discipline to deal with specific miscreants but also help the raise the bar generally. As it has turned out we get receive very few complaints about SSDC members so need to keep this suggestion under review?
Member and Officer Codes of Conduct	February 2018	Ian Clarke/Angie Cox/Jo Gale/ volunteers for a working group to help review codes.	The Healthy Organisation report has recommended that both codes of conduct should be reviewed and the officer declaration of interest process be strengthened. It is proposed a group of officers and members work together on this.