

## **Mission Statement**

To Improve the Quality of Life  
For Those Who Live and Work in The District

19 March 2010

Dear Member

You are hereby summoned to a meeting of the Standards Committee to be held in Committee Room 2, Civic Centre, Portholme Road, Selby on **29 March 2010** commencing at **5.00pm**.

### **AGENDA**

#### **1. Apologies For Absence And Notice Of Substitution**

To receive apologies for absence and notification of substitution.

Apologies from Mrs M Davis.

#### **2. Disclosure of Interest**

To receive any disclosures of interest in matters to be considered at the meeting in accordance with the provisions of Section 117 of the Local Government Act 1972, and Sections 50, 52 and 81 of the Local Government Act 2000 and the Members' Code of Conduct adopted by the Council.

#### **3. Minutes**

To confirm as a correct record the minutes of the proceedings of the meeting of the Standards Committee held on 4 January 2010 (previously circulated and attached at pages 4 to 6 attached).

#### **4. Annual Report 2009/10**

Report of the Monitoring Officer (pages 7 to 13 attached).

#### **5. Standards Committee Profile Raising**

At the last meeting of the Committee consideration was given to the possibility of raising the profile of the Standards Committee. The following options have been considered and the Committee is asked to approve them and add any others:

- Chair's presentation of Annual Report to Council (and press release)
- Short presentations at Community Engagement Forums (CEF)
  - o Tadcaster and Villages 29 March 2010

- Eastern CEF 14 April 2010
- Southern CEF 22 April 2010
- Sherburn CEF 12 October 2010
- Central CEF 3 November 2010
- Article in Citizens' Link September 2010
- Attendance at Parish Council Meetings – during year (and press release)
- Website “in focus” article/page – May 2010
- New candidates briefing March 2011 (and press release)

## **6. Work Programme**

Report of the Monitoring Officer (pages 14 to 18 attached).

## **7. Update/Monitoring Report**

Report of the Monitoring Officer (pages 19 to 25 attached).

Jonathan Lund  
Monitoring Officer  
19 March 2010

### **Disclosure of Interest – Guidance Notes:**

- (a) Members are reminded of the need to consider whether they have any personal or prejudicial interests to declare on any item on this agenda, and, if so, of the need to explain the reason(s) why they have any personal or prejudicial interests when making a declaration.
- (b) The Democratic Services Officer or relevant Committee Administrator will be pleased to advise you on interest issues. Ideally their views should be sought as soon as possible and preferably prior to the day of the meeting, so that time is available to explore adequately any issues that might arise.

## Dates of Future Meetings of the Standards Committee

| Date of Meeting |
|-----------------|
| 14 June 2010    |
| 11 October 2010 |
| 31 January 2011 |
| 28 March 2011   |

## Membership of the Standards Committee

|                          |                        |
|--------------------------|------------------------|
| Cllr C Lunn              | Selby District Council |
| Cllr Ms M Davis          | Selby District Council |
| Cllr Mrs K McSherry      | Selby District Council |
| Miss B Potts (Chair)     | Independent Member     |
| Ms H Putman (Vice Chair) | Independent Member     |
| Mrs W Stables            | Independent Member     |
| Mr B Crossdale           | Parish Council Member  |
| Mr R Parker              | Parish Council Member  |
| Mrs J Chappell           | Parish Council Member  |

Enquiries relating to this agenda, please contact Karen Mann on:

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SELBY DISTRICT COUNCIL

**MINUTES**

Minutes of the proceedings of a meeting of the STANDARDS COMMITTEE held on 4 January 2010, in Committee Room 2, The Civic Centre, Portholme Road, Selby, commencing at 4.00pm.

|     |  |
|-----|--|
| 484 | Apologies for absence                      |
| 485 | Disclosure of Interests                    |
| 486 | Minutes                                    |
| 487 | Appointment of Jenny Chappell              |
| 488 | Update Monitoring Report                   |
| 489 | Standards for England Annual Assembly 2009 |
| 490 | Work Programme                             |

Present: Miss B Potts (Chair),  
Ms H Putman (V Chair)  
Councillor M Davis  
Councillor C Lunn  
Mrs W Stables (Independent Member)  
Mr R Parker (Parish Council Representative)  
Mrs J Chappell (Parish Council Representative)

Officials: Monitoring Officer, Senior Solicitor and Committee Services Officer  
Public: 0  
Press: 0

484 **Apologies for Absence**

Apologies were received from Councillor Mrs K McSherry and Mr B Crossdale.

485 **Disclosure of Interests**

None.

486 **Minutes**

**Resolved:**

**That the minutes of the proceedings of the meeting of the Standards Committee held on 6 October 2009 be confirmed as a correct record and be signed by the Chair.**

487 **Parish Council representative on the Standards Committee**

The Monitoring Officer informed the Committee that Council on 15 December 2009 had appointed Jenny Chappell as the third Parish Council Representative on the Standards Committee.

The Chair welcomed Mrs Chappell to the Committee.

**Resolved: That the verbal report be noted.**

488 **Update/Monitoring Report**

The Monitoring Officer gave an update on the complaints received to date.

There were only two longstanding outstanding complaints – SDC2008001 and SDC2008009. The Solicitor was awaiting the comments of the complainant and the councillors on the draft investigation reports. The Solicitor anticipated that the final report would be completed by the end of January 2010.

**Resolved:**

- i) **That the report be noted; and**
- ii) **That a column be added to the report table to show whether complaints are outstanding or completed.**

489 **Standards for England Annual Assembly 2009**

The Monitoring Officer and Ms H Putman submitted a summary of the event that took place on the 12/13 October 2009.

Miss Potts informed the meeting that there was also a Chair's Regional meeting that she was unable to attend in 2009 but felt that if this was offered again in 2010 and she was unable to attend that a substitute should be sent.

**Resolved:**

**That up to four representatives, Parish Council Representative, District Council Representative, Independent Member and an Officer be offered a place at the Annual Assembly 2010.**

490 **Work Programme**

Members considered the work programme template. The Monitoring Officer suggested populating the work programme throughout the year with

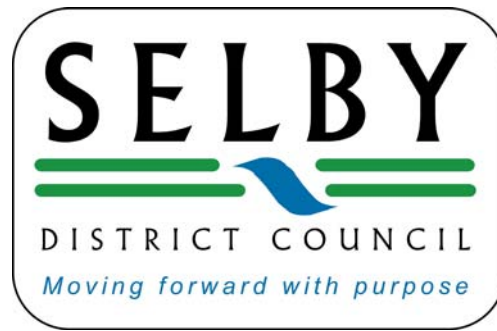
the following items:

- 29 March 2010 Parish Council Training Programme  
Annual Report 2009/10  
New Code of Conduct (if available)  
Standards Committee Profile Raising
- 14 June 2010 New Code of Conduct (if unavailable in March)  
Revised Local Assessment Criteria and review of  
Procedures
- 11 October 2010 Evidence of Effectiveness  
Whistleblowing

**Resolved:**

- i) That the work programme be adopted and populated with the suggestions given; and**
- ii) That training be given to the new members of the Standards Committee; and**
- iii) That a session should be given on “Other Action”; and**
- iv) That where possible training sessions should take place after the Standards Committee meeting; and**
- v) That future meetings commence at 5.00pm.**

The meeting closed at 4.50pm



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**STANDARDS COMMITTEE**  
***DRAFT***  
**Annual Report 2009/10**

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March 2010

- 1 This report reviews the work of the Selby District Council Standards Committee for the year up to 31 March 2010.

## 2 MEMBERSHIP

- 2.1 The Standards Committee comprises 9 members: three district councillors; three parish/town council representatives and three independent members. The membership was increased in 2009 following a recommendation in last year's Annual Report and in response to the new responsibilities passed to the Standards Committee from the national body Standards for England. The current membership is as follows:

- 2.2 Table 1

| District Councillors | Parish/Town Reps   | Independent Members |
|----------------------|--------------------|---------------------|
| Cllr Melanie Davis   | Mr Bryan Crossdale | Miss Betty Potts    |
| Cllr Cliff Lunn      | Mr Roderic Parker  | Ms Hilary Putman    |
| Cllr Kay McSherry    | Mrs Jenny Chappell | Mrs Wanda Stables   |

- 2.3 Miss Potts is the Chair and Ms Putman the Vice Chair of the Standards Committee. Both are Independent Members.

## 3 STRUCTURE

- 3.1 In May 2008 new procedures were introduced nationally to give local standards committees new powers and greater responsibility for the assessment, referral, investigation and hearing of complaints of Councillor misconduct.
- 3.2 In order to carry out the new responsibilities and in accordance with the guidance issued by the Standards Board for England (SBE) (now known as Standards for England (SfE)) the Standards Committee established three sub-committees:
  - 3.2.1 The **Assessment Sub-Committee** (comprising one independent member (Chair) one parish representative and one district councillor) to make an initial assessment of a complaint and decide whether the complaint should be referred for investigation or other action, or referred to SfE or no further action should be taken.
  - 3.2.2 The **Review Sub-Committee** (comprising one independent member (Chair) one parish representative and one district councillor) to review, at the request of a complainant, any decision by the Assessment Sub-Committee to take no action in relation to a complaint.



- 3.2.3 The **Consideration and Hearings** Sub-Committee (comprising one independent member (Chair) one parish representative and one district councillor) to consider investigation reports and hold determination hearings.
- 3.3 During the first year it proved difficult, when convening sub-committee meetings, to ensure that the membership of one did not overlap with the membership of another in a way which might result in a conflict of interest. For this reason the Standards Committee recommended to the Council that the membership of the Committee should be raised by 3 to add 1 additional member in each category (independent, parish/town council and district council). We were very pleased, and grateful, that the Council agreed to this recommendation and, following a recruitment exercise during 2009, the Committee was strengthened with the appointment of Kay McSherry, Wanda Stables and Jenny Chappell.

#### **4 TERMS OF REFERENCE**

- 4.1 The Council's Constitution sets out the Terms of Reference for the Standards Committee as follows:
- 4.1.1 The promotion and maintenance of high standards of conduct within the Council
  - 4.1.2 To advise the Council on the adoption or revision of its Code of Conduct
  - 4.1.3 To monitor, and advise the Council about the operation of its Code of Conduct in the light of best practice, changes in the law, guidance from the Standards Board and recommendations of case tribunals under Section 80 of the Local Government Act 2000
  - 4.1.4 Assistance to Councillors and co-opted Members of the Authority
  - 4.1.5 To ensure that all Councillors have access to training in all aspects of the Councillors Code of Conduct, that this training is actively promoted, and that Councillors are aware of the standards expected from local councillors under the code
  - 4.1.6 To advise on the adoption of a Planning Protocol and to assist Councillors to observe this Protocol. To monitor the operation of the Protocol.
- 4.2 During 2010/11 the Standards Committee will review its Terms of Reference in the light of the latest guidance, the local assessment responsibilities and an anticipated change to the Code of Conduct and

will make recommendations in preparation for the current council-wide review of constitutional arrangements.

## **5 LOCAL ASSESSMENT**

- 5.1 The passing down of local assessment responsibilities in relation to Councillor behaviour has signalled a significant change in the work of the Standards Committee. Complaints are no longer referred first to SfE; instead they are submitted to the Committee. An initial assessment is made (by the Assessment Sub-Committee) to determine whether the complaint justifies further, more detailed, investigation by the Monitoring Officer. If the assessment sub-committee decides to take no further action that decision may be reviewed by the Review Sub Committee. If a complaint is referred to the Monitoring Officer for investigation the investigation report is considered by the Consideration and Hearings Sub-committee who may decide to conduct a hearing into the complaint.
- 5.2 During 2009/10 ten complaints have been received, three of these have been referred to the MO for investigation and four have resulted in no further action. In two cases "other action" in the form of training has been pursued as an alternative to an investigation. In one case no further action was agreed pending the receipt of further information. The three complaints passed for investigation remain ongoing.
- 5.3 The overall number of complaints is low and all of the complaints have related to Parish Councillors.
- 5.4 The Council's web site has been updated to reflect the changes and blank electronic complaints forms were posted. The Standards Committee members have each been provided with copies of the full guidance "Local Standards Framework" issued by SfE and informal training has been provided in relation to local assessment and determinations. In addition a copy of the SfE introduction and training DVD has been circulated to Committee members.

## **6 Other cases**

- 6.1 One case pre-dated the local assessment responsibilities and had been referred to the Monitoring Officer for local investigation by the then SBE. The case remained outstanding at the start of the 2009/10 year.
- 6.2 The case was investigated and determined with a finding of no breach of the code.

## **7 Training**

- 7.1 Training for District Councillors on the Code of Conduct was provided as part of the induction process after the May 2007 elections and has not been repeated since. However, both the Monitoring Officer and the Deputy Monitoring Officer delivered a workshop on their roles, the role of the Standards Committee and the Code of Conduct to the New Councillors Group in December 2009.
- 7.2 Training was offered for Parish and Town Council's after the 2007 elections but poor take-up meant that the event was cancelled. Since then specific, in depth, local training has been provided jointly with the Yorkshire Local Council's Association for one particular parish council and the Monitoring Officer has made presentations to the Yorkshire Local Council's Association and the Yorkshire Branch of the Society of Local Council Clerks.
- 7.3 Following enquiries from some Parish Councils, and also in light of the constantly evolving and changing environment in which Parish Councils operate, legal services are currently devising a training programme to include all Parishes within the District. This training will focus on the code of conduct, local standards procedures, and areas of good practice. It is anticipated that this training will take place once details of the revised code of conduct are released (this was initially planned by CLG for May 2009 but the matter has been repeatedly delayed and is not now expected until after the general election). In the coming months, Parish Councils will be surveyed and asked to identify any areas of particular concern, and these will also be addressed as part of the training programme.
- 7.4 The Vice-Chair of the Committee and the Monitoring Officer attended the Standards for England Annual Conference in September 2009. They fed back on the event to the Committee and a number of issues arising from the event have been included in the Committee's future work programmes including raising the profile of standards, advising on the revised code of conduct and providing evidence of the effectiveness of the standards framework. The Committee is supportive of a slightly wider attendance at the conference in 2010 to ensure that members of the committee are kept fully informed of the rapidly developing role of ethics, governance and standards.

## **8 Advice**

- 8.1 The Monitoring Officer and his staff continue to provide advice to District and Parish/Town Councillors and clerks upon request.

## **9 Ethical Governance Survey**

- 9.1 Last year the Audit Commission undertook an ethical governance survey at Selby to determine the level of understanding and compliance with high ethical standards. The results of the survey were used as part of the CPA assessment.
- 9.2 The headlines identified by the auditors showed:
  - 9.2.1 the very high response rate from both councillors and officers (23 of each)
  - 9.2.2 a good general understanding of the code of conduct and of ethical standards
  - 9.2.3 the leader, chief executive and councillors are generally seen as good role models in relation to governance issues
  - 9.2.4 relationships between councillors, and between councillors and Officers appears good
- 9.3 However there was scope for improvement in terms of:
  - 9.3.1 a lack of awareness of Councillors in relation to the whistle blowing policy
  - 9.3.2 officers are not fully aware of the arrangements for reviewing the registers of interest
  - 9.3.3 more could be done to demonstrate that the Standards Committee and the council's overall approach to ethical governance is making a definite difference
  - 9.3.4 about half of members have not received training in a number of key areas
  - 9.3.5 increasing the number of councillors from being "fairly clear" on what is a conflict of interest towards a large majority who are "very clear".
- 9.4 These issues, together with trends and patterns highlighted through regular monitoring of cases will guide future training plans and the Committee hopes that District, Parish and Town Councillors will contribute to healthy and active attendance at the training events.
- 9.5 The Committee will consider repeating the survey during 2010/11.

## **10 Conclusion**

- 10.1 2009/10 has been a year of consolidation following a period of significant change which saw new members of the Standards Committee, new responsibilities and a new Monitoring Officer. The

Committee has responded well to the challenges and we have been very ably supported by the District Council's officers.

- 10.2 During 2010/11 we intend to respond positively to the training needs identified through case trends and the ethical governance survey, review the Committee's terms of reference and raise its profile across the district.
- 10.3 We are grateful to the Council for supporting our recommendation for an increase in membership during the year.
- 10.4 As Chairman I would like to place on record my thanks to my colleagues for their help and support in undertaking the work of the Committee with such dedication and enthusiasm.

**Miss B Potts**  
**Chair**  
**Standards Committee**

**Mr Jonathan Lund**  
**Monitoring Officer**

## Standards Committee – Work Programme 2010-11

| CYCLE | MEETING               | ANNUAL CYCLE             | SPECIAL TOPICS   | LINK TO STRATEGIC THEME   | LINK TO PRIORITIES | ACHIEVED? |
|-------|-----------------------|--------------------------|--|---|--------------------|-----------|
| 1     | 29 Mar<br>2010<br>TBC | Update Monitoring Report | Redrafted Code of Conduct<br>Annual Report 2009/10<br>Parish Council Training Programme<br>Standards Committee Profile Raising | Organising to Deliver<br>Organising to Deliver<br>Organising to Deliver<br>Organising to Deliver<br>Organising to Deliver |                    |           |

### Explanatory Notes For Reports Not Completed Within This Cycle

Redraft Code of Conduct – information not available  
Parish Council Training Programme – deferred to June 2010 meeting

### For information only, the other reports that went to this meeting of Standards Committee were:

2010 Annual Assembly of Standards Committee

## Standards Committee – Work Programme 2010-11

| CYCLE | MEETING                | ANNUAL CYCLE                    | SPECIAL TOPICS   | LINK TO STRATEGIC THEME   | LINK TO PRIORITIES | ACHIEVED? |
|-------|------------------------|---------------------------------|--|---|--------------------|-----------|
| 2     | 14 June<br>2010<br>TBC | <b>Update Monitoring Report</b> | <p>Revised Local Assessment Criteria<br/>and review of Procedures</p> <p>Standards Annual Assembly 2010</p> <p>Parish Council Training Programme</p> | <p>Organising to Deliver</p> <p>Organising to Deliver</p> <p>Organising to Deliver</p> <p>Organising to Deliver</p> |                    |           |

### Explanatory Notes For Reports Not Completed Within This Cycle

For information only, the other reports that went to this meeting of Standards Committee were:

## Standards Committee – Work Programme 2010-11

| CYCLE | MEETING               | ANNUAL CYCLE                    | SPECIAL TOPICS   | LINK TO STRATEGIC THEME  | LINK TO PRIORITIES | ACHIEVED? |
|-------|-----------------------|---------------------------------|--|--|--------------------|-----------|
| 3     | 11 Oct<br>2010<br>TBC | <b>Update Monitoring Report</b> | Evidence of Effectiveness<br>Whistleblowing<br>Redrafted Code of Conduct | Organising to Deliver<br>Organising to Deliver<br>Organising to Deliver<br>Organising to Deliver |                    |           |

### Explanatory Notes For Reports Not Completed Within This Cycle

For information only, the other reports that went to this meeting of Standards Committee were:



## Standards Committee – Work Programme 2010-11

| CYCLE | MEETING               | ANNUAL CYCLE             | SPECIAL TOPICS | LINK TO STRATEGIC THEME | LINK TO PRIORITIES | ACHIEVED? |
|-------|-----------------------|--------------------------|----------------|-------------------------|--------------------|-----------|
| 4     | 31 Jan<br>2011<br>TBC | Update Monitoring Report |                | Organising to deliver   |                    |           |

### Explanatory Notes For Reports Not Completed Within This Cycle

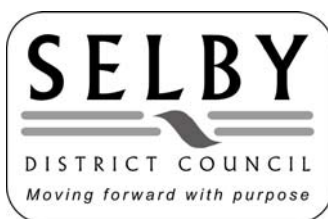
For information only, the other reports that went to this meeting of Standards Committee were:

**Standards Committee – Work Programme 2010-11**

| CYCLE | MEETING               | ANNUAL CYCLE             | SPECIAL TOPICS | LINK TO STRATEGIC THEME | LINK TO PRIORITIES | ACHIEVED? |
|-------|-----------------------|--------------------------|----------------|-------------------------|--------------------|-----------|
| 5     | 28 Mar<br>2011<br>TBC | Update Monitoring Report |                | Organising to Deliver   |                    |           |

**Explanatory Notes For Reports Not Completed Within This Cycle**

**For information only, the other reports that went to this meeting of Standards Committee were:**



**Agenda Item No:7**

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**Title:** Standards Committee – Case Monitoring Report

**To:** Standards Committee

**Date:** 29 March 2010

**Service Area:** Standards Committee

**Author:** Jonathan Lund, Monitoring Officer

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**1 Purpose of Report**

1.1 To present the current case monitoring report up to the end of March 2010.

**2 Recommendation(s)**

**2.1 To receive and endorse the case monitoring report for the period ended March 2010.**

**3 Executive Summary**

3.1 The attached Appendix A sets out the cases current since before 8 May 2008 (when the complaints procedures changed) and those dealt with since 8 May.

**4 The Report**

4.1 The case monitoring report is set out at Appendix A.

**5 Financial Implications**

5.1 There are no financial implications.

## **6 Link to Corporate Plan**

- 6.1 The promotion and protection of high ethical standards is a statutory responsibility and supports the Council in the proper delivery of all of its corporate objectives and priorities

## **7 How Does This Report Link to the Council's Priorities?**

- 7.1 As above

## **8 Impact on Corporate Policies**

|            |  |                  |
|------------|--|------------------|
| <b>8.1</b> | <b>Service Improvement</b>   | <b>No Impact</b> |
|            |  |                  |
| <b>8.2</b> | <b>Equalities</b>  | <b>No Impact</b> |
|            |  |                  |
| <b>8.3</b> | <b>Community Safety and Crime</b>  | <b>Impact</b>    |
|            | The development, promotion and maintenance of proper standards of conduct and behaviour will promote good governance and reduce the risk of fraud and other criminal or unethical behaviour. |                  |
| <b>8.4</b> | <b>Procurement</b>   | <b>No Impact</b> |
|            |  |                  |
| <b>8.5</b> | <b>Risk Management</b>   | <b>Impact</b>    |
|            | As 8.3 above   |                  |
| <b>8.6</b> | <b>Sustainability</b>  | <b>No Impact</b> |
|            |  |                  |
| <b>8.7</b> | <b>Value for Money</b>   | <b>No Impact</b> |
|            |  |                  |

## **9 Background Papers**

- 9.1 None

| Case Number | Date Received | Assessment                                    | Investigation  | Outcome   | Date Concluded | Period Live (Weeks) | DISTRICT/PARISH COUNCIL & Notes   | Aspects of the code involved in the complaint  |
|-------------|---------------|---|--|---|----------------|---------------------|---|--|
| SBE17065.06 | 19/01/2007    | Referred to MO for investigation by SBE       | Investigation reported on 20/07/09                           | No breach of the Code of Conduct found.                         | 20/07/2009     | 130                 | DISTRICT External investigator appointed by the MO. Investigator reported on 20 July 2009 and any outcome can be reported to the Committee. | Paragraphs 8, 9, 10 and 12 - interests; Paragraph 6 - conferring an advantage or disadvantage  |
| SBE21937.08 | 25/04/2008    | Referred to MO for investigation by SBE       | Investigation reported on 02/12/08                           | No breach of the Code of Conduct found.                         | 02/12/2008     | 32                  | PARISH Last SBE complaint under the old system; Passed to SDC for local assessment on the 25th April 08.                                    | Paragraphs 8, 9, 10 and 12 - interests; Paragraph 6 - conferring an advantage or disadvantage;   |
| SDC2008001  | 02/09/2008    | Referred to MO for investigation on 22/09/08  | Investigation ongoing  |   |                | 82                  | PARISH Investigated alongside complaint SDC200809 due to similarity.  | Paragraph 3 - treating others with respect; 8, 9, 10 and 12 - interests; 5 - bringing the authority into disrepute; 6 - conferring an advantage or disadvantage; |
| SDC2008002  | 08/09/2008    | Referred to SBE for investigation on 22/09/08 | SBE Investigation concluded and Hearing held on 12 June 2009 | Breach of the Code of Conduct found and subject member censured | 12/06/2009     | 40                  | PARISH Notices have been posted and relevant authorities and parties have been notified of the outcome                                      | Paragraph 3 - treating others with respect; 5 - bringing the authority into disrepute;   |

Grey Shading = Cases reported before the May 2008 procedure changes

MO = Monitoring Officer

SBE = Standards Board for England

| Case Number | Date Received | Assessment                                   | Investigation           | Outcome  | Date Concluded | Period Live (Weeks) | DISTRICT/PARISH COUNCIL & Notes  | Aspects of the code involved in the complaint  |
|-------------|---------------|--|-------------------------|--|----------------|---------------------|--|--|
| SDC2008003  | 22/09/2008    | Referred to MO for investigation on 13/10/08 | Investigation completed | Breach of the Code of Conduct found suspended censure pending training | 28/05/2009     | 35                  | PARISH Notices have been posted and relevant authorities and parties have been notified of the outcome | Paragraphs 8, 9, 10 and 12 - interests; Paragraph 6 - conferring an advantage or disadvantage; |
| SDC2008004  | 22/09/2008    | Referred to MO for investigation on 13/10/08 | Investigation completed | No breach of the Code of Conduct found.                                | 27/04/2009     | 31                  | PARISH Notices have been posted and relevant authorities and parties have been notified of the outcome | Paragraphs 8, 9, 10 and 12 - interests; Paragraph 6 - conferring an advantage or disadvantage; |
| SDC2008005  | 22/09/2008    | Referred to MO for investigation on 13/10/08 | Investigation completed | No breach of the Code of Conduct found.                                | 27/04/2009     | 31                  | PARISH Notices have been posted and relevant authorities and parties have been notified of the outcome | Paragraphs 8, 9, 10 and 12 - interests; Paragraph 6 - conferring an advantage or disadvantage; |
| SDC2008006  | 23/09/2008    | Referred to MO for investigation on 13/10/08 | Investigation Completed | No breach of the Code of Conduct found.                                | 09/03/2009     | 24                  | PARISH Notices have been posted and relevant authorities and parties have been notified of the outcome | Paragraphs 8, 9, 10 and 12 - interests; Paragraph 6 - conferring an advantage or disadvantage; |

Grey Shading = Cases reported before the May 2008 procedure changes

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| Case Number | Date Received | Assessment                                      | Investigation  | Outcome  | Date Concluded | Period Live (Weeks) | DISTRICT/PARISH COUNCIL & Notes   | Aspects of the code involved in the complaint   |
|-------------|---------------|---|--|--|----------------|---------------------|---|---|
| SDC2008007  | 23/09/2008    | No further action<br>13/10/08                   |  |  | 13/10/2008     | 3                   | PARISH Relevant parties have been notified of the outcome   | Paragraph 3 - treating others with respect; 5 - bringing the authority into disrepute;  |
| SDC2008008  | 23/09/2008    | Referred to MO to arrange mediation<br>13/10/08 |  | Subject Member refused to participate in mediation. No further action. | 26/10/2009     | 57                  | PARISH Subject Member not been willing to engage in mediation process. Resolved to take no further action | Paragraph 3 - treating others with respect; 5 - bringing the authority into disrepute;  |
| SDC2008009  | 02/12/2008    | Referred to MO for investigation on 05/01/09    | Investigation ongoing  |  |                | 69                  | PARISH Investigated alongside complaint SDC200801 due to similarity.                                      | Paragraphs 8, 9, 10 and 12 - interests; Paragraph 6 - conferring an advantage or disadvantage;                                      |
| SDC2009001  | 20/03/2009    | Referred to MO for investigation on 13/04/09    | MO referred matter back to LA Sub due to subject member leaving parish council | No further action  | 26/10/2009     | 31                  | PARISH  | Paragraph 3 - treating others with respect/bullying; 5 - bringing the authority/office into disrepute; 8, 9, 10 and 12 - interests; |

Grey Shading = Cases reported before the May 2008 procedure changes

MO = Monitoring Officer

SBE = Standards Board for England

| Case Number | Date Received | Assessment  | Investigation                    | Outcome   | Date Concluded | Period Live (Weeks) | DISTRICT/PARISH COUNCIL & Notes  | Aspects of the code involved in the complaint  |
|-------------|---------------|---|----------------------------------|---|----------------|---------------------|--|--|
| SDC2009002  | 03/04/2009    | Referred to MO for investigation on 18/05/09                | Investigation ongoing            |   |                | 51                  | PARISH   | Paragraph 3 - treating others with respect; 5 - bringing the authority into disrepute; 8, 9, 10 and 12 - interests;          |
| SDC2009003  | 22/04/2009    | Referred to MO for investigation on 18/05/09                | Investigation ongoing            |   |                | 49                  | PARISH   | Paragraph 3 - treating others with respect; 4 - preventing access to information; 5 - bringing the authority into disrepute; |
| SDC009004   | 01/06/2009    | Adjourned to look into possibility of other action 29/06/09 | None - referred for other action | On 20/07/08 referred to MO for other action - parish training | 20/07/2009     | 7                   | PARISH Notices have been posted and relevant authorities and parties have been notified of the outcome | Paragraph 3 - treating others with respect/bullying; 5 - bringing the authority into disrepute;                              |
| SDC009005   | 23/06/2009    | Assessment report considered on 20/07/09                    | None - referred for other action | On 20/07/09 referred to MO for other action - parish training | 20/07/2009     | 4                   | PARISH Notices have been posted and relevant authorities and parties have been notified of the outcome | Paragraph 5 - bringing the authority into disrepute;   |

Grey Shading = Cases reported before the May 2008 procedure changes

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SBE = Standards Board for England



| Case Number | Date Received | Assessment   | Investigation         | Outcome | Date Concluded | Period Live (Weeks) | DISTRICT/PARISH COUNCIL & Notes   | Aspects of the code involved in the complaint   |
|-------------|---------------|--|-----------------------|---------|----------------|---------------------|---|---|
| SDC009006   | 26/10/2009    | Referred (in part) to MO for investigation on 26/10/09     | Investigation ongoing |         |                | 22                  | PARISH Investigated alongside complaints SDC0009002 and SDC0009003        | Paragraph 5 - bringing the authority into disrepute;  |
| SDC009007   | 26/10/2009    | No further action 26/10/09 reviewed and confirmed 04/12/09 |                       |         | 04/12/2009     | 6                   | PARISH Relevant authorities and parties have been notified of the outcome | Paragraph 5 - bringing the authority into disrepute;  |
| SDC010001   | 15/01/2010    | No further action  |                       |         | 01/03/2010     | 6                   | PARISH Relevant authorities and parties have been notified of the outcome | Paragraph 3 - treating others with respect; 5 - bringing the authority into disrepute                               |
| SDC010002   | 22/01/2010    | No further action  |                       |         | 01/03/2010     | 5                   | PARISH Relevant authorities and parties have been notified of the outcome | Paragraph 3 - treating others with respect; 5 - bringing the authority into disrepute; 6 - improper use of position |
| SDC010003   | 22/01/2010    | No further action pending more information                 |                       |         | 01/03/2010     | 5                   | PARISH Relevant parties have been notified of the outcome                 | Paragraph 3 - treating others with respect; 5 - bringing the authority into disrepute                               |

Grey Shading = Cases reported before the May 2008 procedure changes

MO = Monitoring Officer

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