

# Public Document Pack

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## **COUNCILLOR CONDUCT COMMITTEE**

**Tuesday, 1st March, 2022 at 6.30 pm in the Conference Room, Civic Centre, Silver Street, Enfield, EN1 3XA**

**Councillors:** Claire Stewart (Chair), Glynis Vince (Vice-Chair), Elaine Hayward, and Rick Jewell

Independent Person: Joan Mansfield

### **AGENDA – PART 1**

**1. WELCOME & APOLOGIES**

**2. DECLARATIONS OF INTEREST**

Members are asked to declare any disclosable pecuniary, other pecuniary or non-pecuniary interests relating to items on the agenda.

**3. MINUTES OF THE PREVIOUS MEETING** (Pages 1 - 2)

To receive and agree the minutes of the meeting held on 9 September 2021.

**4. INDEPENDENT PERSON RECRUITMENT** (Pages 3 - 10)

To receive a report on the recruitment to the Council's vacant "Independent Person" post.

To confirm the arrangements for the "Independent Person" interviews.

## **AGENDA PART 2**

### **5. UPDATE ON COMPLAINTS (Pages 11 - 18)**

To receive a Confidential Appendix from the Director of Law and Governance on the complaints currently being considered.

## COUNCILLOR CONDUCT COMMITTEE - 9.9.2021

**MINUTES OF THE MEETING OF THE COUNCILLOR CONDUCT COMMITTEE  
HELD ON THURSDAY, 9 SEPTEMBER 2021****COUNCILLORS**

**PRESENT** Claire Stewart, Glynis Vince, Elaine Hayward and Rick Jewell

**OFFICERS:** Jeremy Chambers (Director of Law and Governance), Melaine Daswson (Senior Regeneration Laywer), Clare Bryant (Governance Manager).

**1****WELCOME & APOLOGIES**

No apologies for absence were received.

**2****DECLARATIONS OF INTEREST**

No declarations for interests were received.

**3****MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 2 December 2020 were agreed.

**ACTION:** Jeremy Chambers, Director of Law and Governance, to circulate minutes of the meeting on 3 March 2020 for approval by email.

**4****COUNCILLOR CONDUCT ANNUAL REPORT**

Jeremy Chambers, Director of Law and Governance presented the Councillor Conduct Committee Annual Report. The following key points were highlighted:

- The Committee is required to produce a report annually highlighting work completed throughout the year.
- The report contains a similar amount of detail as other borough's Annual Report.
- It is important to be cautious of the level of detail provided in the report for reasons such as many complaints once they are investigated are closed.
- It was important the Annual Report was not used a "naming and shaming" document.

The Committee agreed the Councillor Conduct Committee Annual Report and noted it would go to Council on 22 September 2021.

**COUNCILLOR CONDUCT COMMITTEE - 9.9.2021**

**5**

**UPDATE ON THE APPOINTMENT OF INDEPENDENT PERSONS**

Joan Mansfield has been appointed as one of the Council's Independent Persons for two years.

Christine Chamberlain has also agreed to continue as an Independent person until the Council's Annual Meeting in 2022.

**6**

**UPDATE ON COMPLAINTS**

**AGREED** in accordance with Section 100(A) of the Local Government Act 1972 to exclude the press and public from the meeting for consideration of Items 1 and 2 listed on Part 2 of the agenda on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 (information relating to the financial or business affairs of any particular person (including the authority holding that information) of Part 1 of Schedule 12A to the Act (as amended by the Local Government (Access to Information) (Variation) Order 2006).

The Committee noted the update from the Director of Law and Governance on the current complaints.

**London Borough of Enfield****Councillor Conduct Committee****Meeting Date: 1 March 2022**

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**Subject:** Recruitment of Independent Persons**Cabinet Member:** Not applicable**Director:** Interim Director of Law & Governance**Key Decision:** Non-Key

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**Purpose of Report**

1. The Localism Act 2011 requires all local authorities to appoint at least one independent person whose views are sought and taken into account by the local authority before it makes a decision on an allegation that has been investigated.

The independent view and expertise they bring on conduct issues is vital to the proceedings. The Monitoring Officer consults one Independent person on all complaints received and they provide considered advice and guidance on complaints and other issues that arise.

The appointments are for a period of two years. The term of office of one of the appointed posts continues until May 2023. The other post was due to end in May 2022, but sadly the post holder recently passed away.

**Proposal(s)**

2. To agree to fill the Independent Person vacancy due for renewal in 2022 for a period of two years.
3. To agree the job advert and job description for the appointment of an Independent Person.
4. To instruct the Monitoring Officer to make arrangements for advertising and interviewing of suitable candidates by the Committee for onward recommendation to Council.

**Reason for Proposal(s)**

5. To implement the requirement of the Localism Act in relation to local authorities to appoint Independent Persons to advise on ethical matters of councillor conduct.

**Relevance to the Council Plan**

6. Promoting good conduct on the part of members will have a positive effect on their representational role and a consequential impact on communities.

## **Background**

7. The role of an independent person was created as one of the measures of the Localism Act which received Royal Assent in November 2011 and came into effect on 1 July 2012. The Act made fundamental changes to the system of regulation of standards of conduct for elected and co-opted members of local authorities placing a duty on local authorities to promote and maintain high standards of conduct for its elected and co-opted members.
8. The Localism Act 2011 provided that all local authorities had to appoint an Independent Person(s) to assist the Council in promoting and maintaining high standards of conduct amongst its members. Enfield appoints two Independent Persons.
9. The terms of office expire in May 2022 for one of the appointments, and May 2023 for the other appointment.
10. The main role of an Independent Person is to be available to be consulted on complaints against councillors and ethical governance issues. They provide an independent viewpoint, looking at issues from the point of view of an ordinary member of the public.
11. Enfield independent persons work closely with the Monitoring and Deputy Monitoring Officers, considering whether complaints against councillors meet the criteria for investigation. They are consulted before a decision is made and on the outcomes of any investigated complaint. On top of this they can offer advice on other standards' matters, including to the member who is subject to an allegation.
12. The selection of Independent Persons is to be made by the Councillor Conduct Committee, and recommended to Council for approval
13. Appendix A contains the draft job description and person specification, and Appendix B contains the draft advert for approval by the committee.

## **Main Considerations for the Council**

14. The Localism Act 2011 states that Independent Persons must be appointed through a process of public advertisement, application and competitive appointment by a positive vote of the majority of all members of the Authority.

## **Safeguarding Implications**

15. The new Independent Person will receive the same training as councillors to ensure that they are aware of any safeguarding implications that may arise in the course of their duties.

### **Public Health Implications**

16. Not applicable

### **Equalities Impact of the Proposal**

17. The proposals within this report by providing an Independent advisor will help to ensure fair, equal and consistent treatment in the consideration of complaints against councillors for all parties concerned.

### **Environmental and Climate Change Considerations**

18. Not applicable

### **Risks that may arise if the proposed decision and related work is not taken**

19. That the Councillor Conduct Committee and the Monitoring Officer would be unable to rely on the impartial advice and guidance that an Independent Person can provide.

### **Risks that may arise if the proposed decision is taken and actions that will be taken to manage these risks**

20. There is a risk that the Council will not be able to recruit suitable candidates for the Independent Person role. This will be mitigated as much as possible by proactive publicity plus public advertisement in the local press, Council publications and the website.

### **Financial Implications**

21. The proposals set out in this report will be contained within existing budgets. Independent persons are paid an annual allowance of £500, plus travel expenses.

### **Legal Implications**

22. All legal implications are contained within the report.

### **Workforce Implications**

23. None.

### **Property Implications**

24. None.

### **Other Implications**

25. None.

### **Options Considered**

26. To extend the term of appointment of the recent post holder for a further 2 years. It was considered that a further 2-year extension would compromise the independent nature of the role.

### **Conclusions**

27. The Councillor Conduct Committee is asked to agree to advertise and recruit to the 1 independent person vacancies, using the recruitment documents attached.

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Date of report: 1 March 2022

### **Appendices**

**Appendix A – Job description**

**Appendix B – Job Advert**

### **Background Papers**

**None**



## **APPENDIX A**

### **Role of Independent Person Job Description**

**Responsible to:** The Councillor Conduct Committee and the Council

#### **Role Description**

Under the Localism Act 2011, the Council must promote and maintain high standards of conduct by members and co-opted members of the authority.

To this end the Council has adopted a Code of Conduct for Members and has agreed arrangements for dealing with any allegation that a member or co-opted member has breached the code. In accordance with the requirements of the 2011 Act, these arrangements include the appointment of an Independent Person to advise on breaches of the Member Code of Conduct.

#### **Specific duties:**

1. Be available for consultation by the Monitoring Officer and/or the Councillor Conduct Committee to consider an allegation of a breach of the Members' Code of Conduct received by the council.
2. Liaise with the Council's Monitoring Officer to consider complaints against Members and offer impartial views, including any investigations undertaken.
3. To be available for consultation by any elected or co-opted member who is subject to a standards complaint.
4. Attend meetings of the Councillor Conduct Committee.
5. To develop a sound understanding of the ethical framework as it operates within the Council.
6. To attend training events organised and promoted by the Council's Councillor Conduct Committee.

#### **Person Specification**

**The independent person will possess the following attributes, to be assessed through an application and interview process:**

- A keen interest in standards in public life
- A wish to serve the local community and uphold local democracy
- The ability to be objective, independent and impartial.
- Experience of exercising sound objective judgements in relation to complex matters
- Excellent questioning, analytical and evaluation skills in order to advise

whether a breach of the Code of Conduct or complaint should be investigated.

- An interest in and awareness of the functions of local government relating to ethical governance, and awareness of and sensitivity to the political process
- Excellent communication skills, the ability to provide clear rationale for advice and to explain decision making when required.
- Experience of dealing with private and sensitive issues, exercising discretion and maintaining confidentiality of information received.

### **Eligibility for Appointment**

A person cannot be appointed as an Independent Person if they are or were within a period of five years prior to the appointment any of the following apply to him or her:

- A Councillor, co-opted member or employee of the London Borough of Enfield.
- Are closely associated with anyone who is now, or has been in the last five years, a Councillor or employee of the London Borough of Enfield.
- A person with an unspent criminal record (Rehabilitation of Offenders Act applies).
- Hold any political office, belong to any political party; or be or have been politically active in the last five years.
- Have any dealings with the Council which could be seen to be prejudicial to a person's independence.

However, by virtue of transitional arrangements this will not prevent previous independent members of the Council's Standards Committee from being eligible to apply for the role.

### **Other requirements**

- Flexibility to deal with urgent requests
- Have sufficient time to devote to the appointment.
- Will have disclosed to the Council any matter in his/her background which, if it became public, might cause the council to reconsider the appointment.

Committed to the term of office. Two years from the date of appointment

### **Advertisement and Appointment**

The Independent Person has to be appointed through a process of public advertisement.

Successful applicants will be proposed to the Council. It is a requirement of current regulations that the appointment of Independent Persons be "approved by a majority of the Members of the authority".

## Job Advert

### Independent Persons – Enfield Councillor Conduct Committee

The London Borough of Enfield is seeking to fill an independent person vacancy on its Councillor Conduct Committee.

We are looking for an individual with the necessary skills and experience who will bring an external perspective to the work of the committee.

Owing to the provisions of the Localism Act 2011, independent persons are not entitled to vote at meetings, but their views are sought and taken into consideration. They play a very important role in the Committee by bringing an external perspective.

Applicants should be able to demonstrate relevant skills and experience to participate in the functions of the Committee. You should be able to demonstrate the ability to think strategically, analyse information and to question effectively, have effective interpersonal skills, and have high standards of personal integrity.

The overarching purpose of the Committee is to:

- Establish an ethical culture within the Council;
- To promote and maintain high standards of conduct by councillors and all co-opted members.
- To assist councillors and co-opted members to observe their Code of Conduct and all other Codes within the Constitution.
- To deal with complaints against councillors and issues concerning the members' Code of Conduct.

For more information on the committee and the code of conduct please click on the link below:

[http://governance.enfield.gov.uk/mgGeneric.aspx?md=mgcouncillorconduct&bcr=1&\\_ga=2.202465681.1827644755.1606391235-1174189616.1578329452](http://governance.enfield.gov.uk/mgGeneric.aspx?md=mgcouncillorconduct&bcr=1&_ga=2.202465681.1827644755.1606391235-1174189616.1578329452)

There is a small allowance payable for the role which is presently £500 per annum plus reimbursement for travel expenses. The appointment is for a period of two years.

This role is not open to current councillors, council employees or those who have been councillors or employees within the last five years. You must not be related to or have a close friendship or relationship with a councillor or employee of the Council or a member of a political party.

If you would like to apply, or you would like more information about the role, please email [Democracy@enfield.gov.uk](mailto:Democracy@enfield.gov.uk)

**Closing date for applications is .....**

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By virtue of paragraph(s) 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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