

Public Document Pack



Councillor Conduct Committee

Wednesday, 7 December 2016 at 6.30 pm
Room 3, Civic Centre, Silver Street, Enfield,
EN1 3XA

Contact: Penelope Williams
Secretary
Direct : 020-8379- 4098
Tel: 020-8379-1000
Ext: 4098

E-mail: Penelope.Williams@enfield.gov.uk
Council website: www.enfield.gov.uk

Councillors: Claire Stewart (Chair), Joanne Laban, Katherine Chibah and
Alessandro Georgiou (Vice-Chair)

Independent Persons: Christine Chamberlain and Sarah Jewell

AGENDA – PART 1

1. WELCOME AND APOLOGIES

2. SUBSTITUTIONS

Any member who wishes to appoint a substitute for this meeting must notify the Monitoring Officer in writing, before the beginning of the meeting, of the intended substitution.

Any notifications received will be reported at the meeting.

3. DECLARATION OF INTERESTS

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

4. INDEPENDENT PERSON - EXTENSION OF TERM OF OFFICE (Pages 1 - 4)

To receive a report, from the Monitoring Officer, on options for extending the term of office of one of our Independent Persons.

5. UPDATE ON COMPLAINTS RECEIVED (Pages 5 - 14)

6.1 To receive a report from the Monitoring Officer concerning a complaint received against a councillor.

6.2 To receive a verbal update from the Monitoring Officer on other complaints received.

6. MINUTES OF THE PREVIOUS MEETING (Pages 15 - 18)

To receive and agree the minutes of the meeting held on 10 October 2016 as a correct record.

7. WORK PROGRAMME 2016/17 (Pages 19 - 20)

To note the work programme for 2016/17 and agree any changes.

8. DATES OF FUTURE MEETINGS

To note the dates agreed for future meetings of the Committee:

- Thursday 2 March 2017

9. EXCLUSION OF PRESS AND PUBLIC

To pass a resolution under Section 100A(4) of the Local Government Act 1972 excluding the press and public from the meeting for any items of business moved to part 2 of the agenda on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs of Part 1 of Schedule 12A to the Act (as amended by the Local Government (Access to Information) (Variation) Order 2006).

There is no part 2 agenda.

MUNICIPAL YEAR 2016/2017 - REPORT NO. **166**

Councillor Conduct Committee (CCC) – 7 December 2016

REPORT OF:

Director of Finance, Resources &
Customer Services

Contact officer and telephone number:

Asmat Hussain, 0208 379 6438

E mail:asmat.hussain@enfield.gov.uk

Agenda - Part: 1	Item: 4
-------------------------	----------------

Subject: Extension of appointment of
an Independent Person

Wards: All

1. EXECUTIVE SUMMARY

- 1.1 The Localism Act 2011 (the Act) requires a relevant authority to appoint at least one Independent Person(s) (IP). At Enfield it was agreed that two IPs should be appointed.
- 1.2 The role of the independent person is set out in Section 28 of the Act and their views must be sought, and taken into account, by the Monitoring Officer when considering an allegation in respect of a breach of the Code of Conduct.
- 1.3 On 8 August 2012 the Councillor Conduct Committee (CCC) agreed the term of office for the IP(s) being 2 years.
- 1.4 This report outlines a proposal to extend the term of office for Sarah Jewell, Independent Person, for a further two years, to 8 October 2018.

2. RECOMMENDATIONS

That the Councillor Conduct Committee recommends to Full Council:

- 2.1 To extend the term of appointment of Sarah Jewell (IP), whose current term of office came to an end on 8 October 2016, by 2 years, to 8 October 2018.

3. BACKGROUND

- 3.1 The Act changed the way in which local authorities promote and maintain high standards of conduct among its councillors and co-opted members. These changes included the introduction of IP(s) to advise and support the Council in relation to the conduct of its members.

- 3.2 Section 28(7) & (8) (c) of the Act provides that a relevant authority must appoint at least one IP. The recruitment of Sarah Jewell as IP complies with the legislation and was approved by Full Council on 8 October 2014 for a period of 2 years.
- 3.3 On 8 August 2012 the CCC agreed that IP(s) should be recruited for a two year appointment. It is noted at the time Members felt it would be helpful for the term of office to overlap the term of the Council's administration.
- 3.4 There is no statutory limit on the length of appointment, this time period can be extended by a majority agreement of members.
- 3.5 The role of the IP includes:
- Assisting in the promoting of high standards of conduct by elected and co-opted members of the Council.
 - Being consulted before decisions are taken on councillor complaints and investigations.
 - Being involved in the resolutions of disputes where appropriate.
 - Attending meetings of the CCC to provide an independent view.
 - Being available for consultation by any member who is subject to a complaint.
 - Participation in training events.
 - Acting as an advocate and ambassador in promoting ethical behaviour.
- 3.7 The IP post remains a relatively new post and it is important that we continue to have stability. Christine Chamberlain, the Council's other Independent Person's term of office was also extended to four years and will come to an end in June 2017. The retention of Sarah Jewell will provide continuity whilst also aiding in the development of the role.
- 3.6 Sarah Jewell has confirmed that she would be happy to continue and would welcome the extension of the post.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Undertake a recruitment exercise to find someone else to take on the role, but this would result in additional expenditure and use of officer time.

5. REASONS FOR RECOMMENDATIONS

- 5.1 It is recommended that Sarah Jewell's appointment be extended to ensure continuity, expertise and the experience is retained by the Council.

6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS

6.1 Financial Implications

The annual cost of post is £500. This will be found from existing departmental budgets.

6.2 Legal Implications

Section 28(7) of the Act requires a relevant authority to appoint at least one IP whose views must be sought, and taken into account, by the authority before it makes its decision on an allegation that it has decided to investigate.

6.3 Property Implications

None.

7. KEY RISKS

- 7.1 Our Code goes beyond the requirement of the Act to appoint a minimum of one independent person. Appendix A, Procedure for Handling Complaints against Councillors and Co-opted Members, paragraph 1.2 states that:

“The Council has agreed to appoint two Independent Persons who will be recruited through public advertisement and a competitive interview process.”

- 7.2 If the recommended extension of post, or the alternative recruitment exercise does not take place this will result in a breach of the Code. The requirements of the Code, being that 2 IPs should be recruited goes beyond that of the Act.
- 7.3 The Act does not limit what may be included in the Code, but nothing in the Code prejudices the operation of the Act. The Code must at a minimum reflect the requirements of the Act.
- 7.4 A recruitment exercise may not provide a successful candidate with the same level of experience and expertise as Sarah Jewell.

8. IMPACT ON COUNCIL PRIORITIES

8.1 Fairness for All/Growth and Sustainability/Strong Communities

A strong ethical approach by the Council and the promotion of good conduct on the part of members will have a positive effect on their representational role and a consequential impact on communities.

The arrangements, which require a local authority to seek the views of an IP before taking a decision on, assists in providing reassurance that complaints are being properly processed and dealt with.

9. EQUALITIES IMPACT IMPLICATIONS

The proposals within this report will help to ensure fair, equal and consistent treatment of complaints against councillors for all parties concerned.

An equality impact assessment is not required for this report.

10. PERFORMANCE MANAGEMENT IMPLICATIONS

Not applicable.

11. HEALTH AND SAFETY IMPLICATIONS

Not applicable.

12. HUMAN RESOURCES IMPLICATIONS

Not applicable.

13. PUBLIC HEALTH IMPLICATIONS

Not applicable.

Background Papers

None.

MUNICIPAL YEAR 2016/2017 REPORT NO. **167**

MEETING TITLE AND DATE

Councillor Conduct Committee
7 December 2016

REPORT OF: Assistant Director of
Legal & Governance Asmat Hussain

Contact officer: Asmat Hussain
(Monitoring Officer) Tel: 020 8379
6438
Email: asmat.hussain@enfield.gov.uk

Part: 1	Item: 5
Subject: Complaint against a Councillor	
Wards: All	
Cabinet Member consulted: Not applicable	

1. EXECUTIVE SUMMARY

1.1 This report advises the Councillor Conduct Committee (CCC) of a complaint received on the 16 November 2016 and sets out options for the Committee.

2. RECOMMENDATIONS

2.1 That the CCC, in accordance with procedure for handling complaints against Councillors and Co-opted Members agree a decision on whether to progress the complaint as set out in the report..

3. BACKGROUND

3.1 This matter relates to Councillor who was convicted in 2015 for two offences under the Fraud Act 2006 and in September 2016 for a Public Order Act 1986. The more recent conviction led to the Councillor receiving a 6 weeks' prison sentence suspended for 12 months and to him being ordered to pay a fine and costs, totalling £1,045.00.

3.4 The complaint states that by the "*Councillor's actions in these offences he has "virtually breached all rules and principles in the Code of conduct... and is unsuitable to hold the office of councillor".*

3.5 *The complaint is:-*

"He failed to notify his political group of this conviction (Fraud Act) and continue to sit in meetings. Of particular concern was the fact that he continues as a member of the Licensing Panel, effectively adjudicating on other people's business and livelihood when he had a conviction in

relation to his business and license to drive a Hackney Carriage. Indeed, the matter might not have come to light at all but for information gleaned by the Turkish Press and subsequently published.

In September 2016 at Highbury Magistrates Court convicted of an offence provoking violence... arising from a road a rage incident, in which he threatened the other party o the incident with a hammer which he brought from his car. For this he was sentenced.

Once again he attempted to mislead all members of the council as to the facts of the offence by pretending that the offence merely consisted of swearing in a verbal altercation.

These three offences and his conduct in not reporting the first conviction and then issuing a misleading statement in respect of the second on any analysis brings him in the office of councillor into disrepute and by extension runs the risk of bringing the whole of the authority into disrepute as well”

- 3.6 The Monitoring Officer considered the complaint and in consultation with one of the Independent Persons decided that the complaint should be brought to the committee for further determination.
- 3.7 The Council’s procedure for handling complaints as set out in Appendix A of the Code of Conduct - para 4.2 “Process”, is as follows: -

The process may include:

- (a) Requests for further information/evidence
- (b) Informal resolution to the satisfaction of all parties
- (c) Mediation
- (d) Investigation and/or
- (e) Referral to the Councillor Conduct Committee where the Monitoring Officer feels it would not be appropriate for him/her to take a decision.

- 3.8 The committee is asked to consider the report under reference to 4.2 (e). The Monitoring Officer feels that it would not be appropriate for her to take a decision on the complaint as the complaint is factual with regards to the conviction of the Councillor therefore there is no need for an investigation to be undertaken with regards to the facts. The procedure at 5.2 (b) Consideration of Complaints by the Monitoring Officer also makes reference to the committee being asked to determine the matter if it is not possible for the Monitoring Officer to do so.
- 3.9 When determining how and if to proceed further with the complaint the committee will need to decide firstly whether the complaint meets the Criteria for Eligibility of complaints as set out in Para 3 of the procedure, and if it does then follow the process set out in Para 7 Consideration of Complaints by CCC and the CCC procedure for hearing complaints.

- 3.10 Both the complainant and the members concerned have been advised of the report to the Committee.
- 3.11 If the Committee decides to proceed with the complaint the Monitoring Office will make the necessary arrangements for a hearing, including representations from both parties associated with the complaint and their attendance at the hearing, if required by the Committee.

4. ALTERNATIVE OPTIONS CONSIDERED

The procedure for handling complaints is attached at Appendix A to the report.

5. REASONS FOR RECOMMENDATIONS

To comply with the Council's Councillor Complaints Procedure.

6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS

6.1 Financial Implications

None.

6.2 Legal Implications

6.2.1 The Authority has adopted a local code of conduct under the Localism Act 2011 to assist members in the discharge of their obligations to the Authority, local communities and the public at large. The code also oversees the behaviour of members, covers the receipt and handling of complaints and provides a safeguard against unacceptable behaviour. This report is carried out in accordance with the Council's Code of Conduct and procedure for Handling Complaints.

6.2.2 The Committee should note that under the Councillor Code of Conduct / Procedure for Handling Complaints against Councillors and Co-opted Members.

7. KEY RISKS

Decisions could be open to challenge if the Council's procedure is not properly followed.

8. IMPACT ON COUNCIL PRIORITIES

8.1 Fairness for All, Growth and Sustainability and Strong Communities

Not applicable

9. EQUALITIES IMPACT IMPLICATIONS

Not applicable

10. PERFORMANCE MANAGEMENT IMPLICATIONS

Not applicable

11. PUBLIC HEALTH IMPLICATIONS

Not applicable

Background Papers – None

London Borough of Enfield

Procedure for Handling Complaints against Councillors and Co-opted Members

1. Introduction

- 1.1 The Council has established a Councillor Conduct Committee to implement the relevant requirements of Section 28 of the Localism Act 2011. These include arrangements for dealing with allegations that a councillor or co-opted member has failed to comply with the Authority's Code of Conduct.
- 1.2 The Councillor Conduct Committee comprises 4 members of the Council and deals with policy, complaints against councillors and issues concerning the members' Code of Conduct. The Localism Act also set up a role of Independent Person who will be consulted in respect of complaints received and before findings and sanctions are agreed. The Independent Person will not be a councillor and will be drawn from the local community. The Council has agreed to appoint two Independent Persons who will be recruited through public advertisement and a competitive interview process. Further information on the role of the Committee and the Independent Persons can be found at (insert hyper link)
- 1.3 Further reference to 'councillor' or 'member' in this document also refers to co-opted members of the Authority.

2. Key principles

The procedure for dealing with complaints should:

- 2.1 Be relevant to the Council's Code of Conduct
- 2.2 Have the confidence of the public, Council members and council staff.
- 2.3 Be as simple and economical as possible
- 2.4 Be speedy and fair to all parties
- 2.5 Be decisive
- 2.6 Provide oversight and support to the Monitoring Officer
- 2.7 Be proportionate and comply with the principles of natural justice

3. Criteria for eligibility of complaints

- 3.1 Complaints must be received by the Council's Monitoring Officer in writing within three months of the alleged matter, stating why it is felt the councillor concerned has breached the Code of Conduct. It will be considered solely on the evidence presented. The Council encourages complainants to provide their name and contact details. If the complainant asks for their identity to be protected, the Council will not disclose such details without their consent. The Council will not accept anonymous complaints. The Monitoring Officer will consult the Councillor Conduct Committee or relevant Independent Person as appropriate throughout the process – subject to neither being at risk of being compromised in the event of them being involved at some future point.
- 3.2 Complaints will not be accepted where:
- (a) They are considered to be malicious, vexatious or frivolous
 - (b) The subject matter has already been considered by the Council - except where new evidence has become available which could not previously have been produced
 - (c) It would be more appropriate for the complaint to be dealt with by a court or under another complaints or arbitration procedure
 - (d) One of the parties had registered their intention to take legal action on all or some of the matters complained about
 - (e) Legal action is under way
 - (f) Some or all of the matters complained about have been resolved through litigation.
 - (g) The complaint is being/has been dealt with by another independent complaints process.
 - (h) The complainant seeks to overturn decisions made by the Council.
- 3.3 If a complaint is rejected on the basis of 3.2 above, there is no right of appeal.

4. Process

- 4.1 All complaints must be made using the Councillor Conduct Complaint Form attached as Appendix 1.
- 4.2 The Council will use its best endeavours to determine a complaint within 3 months of receipt. It will acknowledge the complaint within 5 working days, giving the complainant a contact name and details. The complainant will be kept informed of progress throughout. The process may include:
- (a) Requests for further information/evidence
 - (b) Informal resolution to the satisfaction of all parties

- (c) Mediation
 - (d) Investigation and/or
 - (e) Referral to the Councillor Conduct Committee where the Monitoring Officer feels it would not be appropriate for him/her to take a decision
- 4.3 The Monitoring Officer, based primarily on the criteria set out in paragraph 3.2 above, will consider the complaint received and, in consultation with an Independent Person, will determine whether it warrants further action.
- 4.4 If it is decided that the complaint does not warrant further action as it falls within the criteria in 3.2, the Monitoring Officer will advise the complainant accordingly with reasons.
- 4.5 If the complaint is referred for further action, the Monitoring Officer will determine, in consultation with the Independent Person, the most appropriate way of dealing with the complaint. The Monitoring Officer can either decide to determine the matter her/himself or refer it to the Councillor Conduct Committee.

5. Consideration of Complaints by Monitoring Officer

- 5.1 The Monitoring Officer may decide to undertake any investigation and other actions him/herself or appoint another person to act as investigating officer on his/her behalf. Whichever option is chosen, the outcome will be the responsibility (and in the name) of the Monitoring Officer.
- 5.2 Following an investigation which may involve requests for further information and advice, the Monitoring Officer or his/her representative will seek to resolve the matter to the satisfaction of all parties or carry out mediation.
- (a) If the complaint is resolved, there will be no further action.
 - (b) If this is not possible the Monitoring Officer will either determine the matter her/himself or refer it to the Councillor Conduct Committee at this stage.
- 5.3 The Monitoring Officer will report quarterly to the Councillor Conduct Committee on:
- (a) The number and nature of complaints received
 - (b) Those rejected with reasons
 - (c) Those resolved through informal resolution and other methods (eg mediation)
 - (d) The number investigated,
 - (e) Outcome/progress of investigations and action taken.

6. Appeals against Monitoring Officer decisions

- 6.1 In cases where the Monitoring Officer has either found no breach of the code or has determined the matter him/herself the complainant will have a right of appeal against this decision.

A councillor will also have a similar right of appeal against a Monitoring Officer decision.

- 6.2 Such appeals must be submitted on the template attached as Appendix 2 within 10 working days of the receipt of the decision.
- 6.4 Appeals under 6.1 above will be considered by the Councillor Conduct Committee, with advice from an Independent Person not previously involved, if available.
- 6.5 When considering the appeal the Councillor Conduct Committee will follow the procedure for appeal hearings (to be reviewed).
- 6.6 The attendance of the appellants will not be required unless the committee decides otherwise
- 6.7 If the Councillor Conduct Committee do uphold the appeal, and consider that there has been a breach of the code, they will have the option of considering further action, imposing sanctions or adjourning to seek further information.
- 6.8 There is no further right of appeal to the Council against the decision of the Councillor Conduct Committee. The decision made will be final and binding.
- 6.9 If the complainant feels that the Council has failed to deal with a complaint properly, and that this failure has caused injustice, a complaint can be taken to the Local Government Ombudsman.

7. Consideration of complaints by Councillor Conduct Committee

- 7.1 If appropriate, the Monitoring Officer (in consultation with the Independent Person) may refer the outcome of an investigation to the Councillor Conduct Committee.
- 7.2 The Committee will consider the Monitoring Officer/Investigating Officer's report which should include evidence and representations from both parties associated with the complaint. The attendance of the complainant(s) and the member(s) against whom the allegations were made will not be required, unless the Committee decides otherwise.
- 7.3 The Committee will follow the procedure for Councillor Conduct Committee hearings. (to be reviewed)
- 7.4 The Committee after considering the investigating officer's report will decide either that:

Appendix A

- (a) The member concerned has breached the Code of Conduct; or
- (b) There has been no breach

7.5 In the event of a finding of a breach of the Code, the Committee will have the option of recommending a sanction against the member concerned. This can include:

- (a) Reporting the findings to full Council
- (b) Recommending to the relevant Group Leader that the councillor be removed from relevant meetings of the Authority of which they are a member
- (c) Recommending to the Leader of the Council that the member be removed from the Cabinet or from particular portfolio responsibilities
- (d) Withdrawing facilities provided to the member by the Council – such as computer access and/or e mail or internet access
- (e) Excluding the member from the Council's offices or other premises for a defined period of time – with the exception of meeting rooms as necessary for the purpose of attending meetings of the Authority of which they are a member
- (f) Publishing the findings in the local media.

7.6 The decision will be communicated to all parties with reasons

7.7 Where there is a finding of no breach, the Committee will communicate the decision to all parties together with reasons.

8. Appeals against decisions of the Councillor Conduct Committee (in relation to 7 above).

The decision of the Councillor Conduct Committee will be final and binding with no further right of appeal to the Council. If the complainant feels that the Council has failed to deal with the complaint properly and that this failure has caused injustice, they can make a complaint to the Local Government Ombudsman.

This page is intentionally left blank

COUNCILLOR CONDUCT COMMITTEE - 10.10.2016**MINUTES OF THE MEETING OF THE COUNCILLOR CONDUCT COMMITTEE
HELD ON MONDAY, 10 OCTOBER 2016****COUNCILLORS**

PRESENT Claire Stewart, Joanne Laban, Katherine Chibah and Alessandro Georgiou, Christine Chamberlain (Independent Person), Sarah Jewell (Independent Person)

OFFICERS: Asmat Hussain (Assistant Director Legal and Governance)
Penelope Williams (Secretary)

180**WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting. There were no apologies for absence.

181**DECLARATION OF INTERESTS**

There were no declarations of interest.

182**DISPENSATIONS - ANNUAL REVIEW 2015/16**

The Committee received a report from Asmat Hussain, Monitoring Officer and Assistant Director Legal and Governance, setting out details of dispensations granted during 2015/16. (Report No: 118)

NOTED

1. Details of the dispensations were set out in pages 2 and 3 of the report.
2. It was good practice to report all dispensations up to the Committee.
3. Dispensations had been granted in relation to four issues.
4. Not declaring a disclosable pecuniary interest was a serious offence which could result in a criminal prosecution, therefore the Monitoring Officer's advice would always be to err on the side of caution and if in doubt to declare an interest.
5. No more than the usual number of blanket dispensations had been granted in the last year.

COUNCILLOR CONDUCT COMMITTEE - 10.10.2016

6. Some members were concerned that councillors were not aware of the potential seriousness of not declaring when necessary.
7. A refresher training session on all aspects of councillor conduct was being planned. This would emphasise the importance of declaring disclosable pecuniary interests.
8. The whips would try and make sure that members attended.

AGREED to note that the Monitoring Officer and the Councillor Conduct Committee had granted the dispensations during 2015/16, listed in section 3 of the report.

183

REVIEW OF COUNCILLOR COMPLAINTS PROCESS

The Committee received a report from Asmat Hussain, Monitoring Officer and Assistant Director of Legal and Governance seeking the views of the Committee as to whether a review of or any changes to the Councillor Complaints Process was needed. (Report No: 121 in the To Follow Pack).

NOTED

1. The current complaints procedure was due a refresh as it had not been reviewed since 2013.
2. Concern had recently been raised that there could be circumstances where a complaint raised issues that were felt to warrant further investigation even if a complaint had been withdrawn or resolved to the satisfaction of the complainant. In these circumstances, under the current complaints procedure, the Monitoring Officer did not have any authority to carry out further investigation or to refer the matter to the Councillor Conduct Committee.
3. Not many complaints had been withdrawn in this way.
4. Christine Chamberlain, Independent Person, felt that there should be this provision so that where a complaint raised a bigger issue for the Council this could be looked at.
5. It was felt that the Council should be able to have the power to sanction any inappropriate behaviour.
6. Further investigation would only occur in circumstances where a complaint had been brought to the attention of the Monitoring Officer.
7. Members expressed regret that the committee no longer had enough power to sanction poor behaviour.

COUNCILLOR CONDUCT COMMITTEE - 10.10.2016

8. The Council in general was governed by the laws on proportionality when setting up its committees. The Councillor Conduct Committee did not conform to the proportionality rules as the proportionality rules had been dis-applied in this case to make it apolitical.
9. The Monitoring Officer would review the complaints procedure and report back to the next meeting of the Committee.
10. It was suggested that any comments, suggestions or views on the procedure should be emailed to the Monitoring Officer.

AGREED

1. To undertake a review of the procedure for complaints against councillors and co-opted persons.
2. To consider, as part of the review giving the Monitoring Officer in consultation with the independent persons the following authority:

“Where a registered complaint is subsequently withdrawn or resolved outside the Procedure, the Monitoring Officer in consultation with Independent Persons(s) has the discretion to decide if the matter has been adequately and/or proportionately resolved or whether, given the substance of the original complaint, it should be escalated to the Committee for further consideration/resolution”.

184

MEMBER TRAINING AND DEVELOPMENT

The Committee received a report from the Monitoring Officer and Assistant Director of Legal and Governance updating members following a report to the Councillor Conduct Committee in September 2015 providing a summary of the member development programme 2015/16 and 2016/17. (Report No: 119)

NOTED

1. Consultation would take place with Councillor Simon as to whether this issue was best discussed at the Member and Democratic Services Group or at the Councillor Conduct Committee. Duplication should be avoided.
2. There have been concerns about the poor attendance of members at some of these sessions. At sessions where an external trainer has been employed a minimum of 20 members would need to attend to make it viable. If less than 20 signed up, sessions would be cancelled.
3. The whips were asked to encourage members to attend sessions.
4. Members were asked to email any suggestions for subjects for future training to the Monitoring Officer.

COUNCILLOR CONDUCT COMMITTEE - 10.10.2016

AGREED to note the information provided on the training and member development programmes.

185

UPDATE ON COMPLAINTS RECEIVED

The Monitoring Officer reported that she had received three complaints since the last meeting.

One, she had concluded following investigation, could not be upheld.

Two more were under investigation.

186

MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 24 May 2016 were received and agreed as a correct record.

187

WORK PROGRAMME 2016/17

The Committee considered the work programme for 2016/17.

NOTED

1. The Monitoring Officer would report back on the review of the Councillor Complaints Procedure at the 7 December 2016 meeting. This would be added to the work programme.

AGREED to note the work programme for 2016/17.

188

DATES OF FUTURE MEETINGS

NOTED the dates agreed for future meetings of the Committee as follows:

- Wednesday 7 December 2016
- Thursday 2 March 2017

Councillor Conduct Committee: Work Programme 2016/17

ITEM	Lead/ Support Officer	24 May 2016	6 July 2016 Cancelled	10 October 2016	7 December 2016	2 March 2017
Annual Report	Asmat Hussain/ Penelope Williams	To agree the Annual Report 2015/16				To agree Annual Report 2016/17
Work Programme 2016/17	Asmat Hussain/ Penelope Williams	To Agree the Outline Work Programme for 2016/17	Work Programme Monitoring	Work Programme Monitoring	Work Programme Monitoring	Work Programme Monitoring
Review of Code of Conduct and Complaints Processes	Asmat Hussain			Review		Review
Update on Complaints Received	Asmat Hussain	Update	Update	Update	Update	Update
Independent Persons Training	Independent Persons					Report on training Received
Complaints – Review of complaints received in 2015/16	Asmat Hussain		Review			
Member Training	Claire Johnson			Update		
Regular update on Standards Matters – bringing members attention to recent standards news items for information.	Asmat Hussain	If required	If required	If required	If required	If required
Review of Protocol for Member Officer Relations	Asmat Hussain					Report
Review of Member's Expenses						Report
Dispensations	Asmat Hussain	To consider request received		Annual Update		
Gifts and Hospitality						Report

This page is intentionally left blank