

To: All Members of the STANDARDS  
COMMITTEE  
(Other Members for Information)

When calling please ask for:

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Calls may be recorded for training or monitoring

Date: 11 January 2019

**Membership of the Standards Committee**

Cllr Michael Goodridge (Chairman)  
Cllr Mike Band  
Cllr Carole Cockburn  
Cllr Kevin Deanus  
Cllr David Else

Cllr John Gray  
Cllr David Hunter  
Cllr Robert Knowles  
Cllr John Ward

**Town/Parish Representatives**

Mrs Joan Holroyd

Vacancy

Dear Member

A meeting of the STANDARDS COMMITTEE will be held as follows:

DATE: MONDAY, 21 JANUARY 2019

TIME: 5.00 PM

PLACE: COMMITTEE ROOM 1 - COUNCIL OFFICES

The Agenda for the meeting is set out below.

Yours sincerely

ROBIN TAYLOR

Head of Policy and Governance

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## **NOTE FOR MEMBERS**

Members are reminded that contact officers are shown at the end of each report and members are welcome to raise questions etc in advance of the meeting with the appropriate officer.

## **AGENDA**

### 1. MINUTES

To confirm the Minutes of the meeting which took place on 11 June 2018 (to be laid on the table 30 minutes before the meeting commences).

### 2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

### 3. DISCLOSURES OF INTERESTS

To receive from Members, declarations of interests in relation to any items included on the agenda for this meeting in accordance with the Waverley Code of Local Government Conduct.

### 4. QUESTIONS BY MEMBERS OF THE PUBLIC

The Chairman to respond to any written questions received from Members of the public in accordance with Procedure Rule 10.

The deadline for receipt of questions is Monday 14 January 2019.

### 5. QUESTIONS FROM MEMBERS

The Chairman to respond to any written questions received from Members in accordance with Procedure Rule 11.

The deadline for receipt of questions is Monday 14 January 2019.

## **MONITORING OFFICER MATTERS**

### 6. MONITORING OFFICER'S REPORT (Pages 7 - 20)

The Standards Panel last received a report of complaints submitted to the Monitoring Officer under the Member Code of Conduct in January 2018. This report summarises the complaints received since the last report, and also updates the Committee on a number of matters that fall within its remit.

#### **Recommendation**

**That the Standards Committee receives the report and makes any observations on it to the Monitoring Officer.**

7. STANDARDS ARRANGEMENTS - APPOINTMENT OF INDEPENDENT PERSONS (Pages 21 - 30)

Under the Localism Act 2011, the standards arrangements adopted by the Council are required to include provision for the appointment of at least one Independent Person. Waverley has appointed two Independent Persons, whose term of office ends in May 2019.

The Standards Committee is asked to consider the arrangements to recruit and appoint Independent Persons to take office from May 2019.

**Recommendation**

**The Standards Committee is asked to:**

- 1) **agree the joint arrangements to advertise, shortlist and interview candidates for the appointment of Independent Persons from May 2019; and**
- 2) **recommend to Council that the Monitoring Officer be given delegated authority to confirm the appointment of at least three Independent Persons for a four-year term from May 2019, after consultation with the Chairman of the Standards Committee.**

8. MEMBERS' CODE OF CONDUCT (Pages 31 - 44)

Waverley adopted a local *Members' Code of Conduct and Arrangements for dealing with complaints under the Code of Conduct* on 17 July 2012, in accordance with the requirements of the Localism Act 2011. The Code of Conduct, Arrangements for dealing with Complaints, and the Planning Code of Conduct, were reviewed in 2016, and revised versions agreed by Council on 18 October 2016.

This report proposes a number of additions to the Code of Conduct which provide additional clarification on the core principles of the Code, and address some procedural matters on which the Code is currently silent.

**Recommendation**

**It is recommended that the Standards Committee considers the proposed amendments to the Members Code of Conduct and recommends to Council that these be adopted.**

**CONSTITUTIONAL MATTERS**

9. STANDARDS COMMITTEE - TERMS OF REFERENCE (Pages 45 - 48)

On 17 July 2018, Council agreed to re-designate the Standards Panel as the Standards Committee, recognising that the remit of the 'Panel' had grown beyond that originally envisaged.

To formalise the constitutional basis for the Standards Committee, the Terms of Reference as set out in Article 9 of the Constitution have been reviewed and

updated, and are attached.

### **Recommendation**

**That the Standards Committee recommends to Council that the revised Terms of Reference for the Committee be adopted.**

10. REVIEW OF SCHEME OF DELEGATION (Pages 49 - 84)

The Scheme of Delegation to Officers was comprehensively reviewed and revised in 2017.

Officers have been asked to propose revisions to the Scheme of Delegation, based on their experience of using the Scheme over the past 12 months.

The Standards Committee is asked to consider the proposed amendments and make recommendations to Council to approve the revised Scheme of Delegation.

### **Recommendation**

**It is recommended that the Standards Committee endorses the proposed revisions to the Scheme of Delegation, and recommends that Version 5 of the Scheme of Delegation be approved by Council.**

11. ELECTED MEMBER ACCESS TO INFORMATION (Pages 85 - 90)

In June 2018 the Chief Executive, Monitoring Officer and Borough Solicitor met with the Leader and Deputy Leader and a number of other councillors to discuss whether or not the Council needed a separate protocol or advice note clarifying Waverley Elected Members' rights to access information.

It was agreed that this matter should be put to the Standards Committee for their consideration.

This report accordingly sets out a draft guidance and protocol note in respect of Elected Members' access to information at Waverley Borough Council.

The Standards Committee is asked to consider whether any such document is needed and, if so, to consider putting forward, subject to any changes it wishes to make, the attached draft document to Council for approval.

### **Recommendation**

**It is recommended that the Standards Committee considers whether a new guidance and protocol on Elected Member access to information at Waverley Borough Council is needed and, if so, to consider putting forward, subject to any changes it wishes to make, the attached draft document to Council for approval.**

12. EXCLUSION OF PRESS AND PUBLIC

To consider the following recommendation on the motion of the Chairman:

**Recommendation**

That, pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the item, there would be disclosure to them of exempt information (as defined by Section 100I of the Act) of the description specified at the meeting in the revised Part 1 of Schedule 12A to the Local Government Act 1972.

**For further information or assistance, please telephone  
Fiona Cameron, Democratic Services Manager, on 01483 523226 or  
by email at [fiona.cameron@waverley.gov.uk](mailto:fiona.cameron@waverley.gov.uk)**