

## Annexe 3

No.	CSPL Best Practice recommendations	Officer Comment
1.	Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.	<i>The Council's Code of Conduct prohibits 'any action that could be regarded as harassment, intimidation and/or bullying' but there is no definition of bullying or harassment, or examples of such behaviour.</i>
2.	Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by councillors.	<p><i>The Council's Arrangements for dealing with Standards Allegations already state that trivial allegations or those that appear to be vexatious, malicious or politically motivated will not be investigated.</i></p> <p><i>There is no requirement that a councillor must comply with a formal standards investigation.</i></p>
3.	Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.	<i>The Council's Code is regularly reviewed, although the views of the public and community organisations have not been sought.</i>
4.	An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.	<i>The Council's Code is readily available on the Council's website.</i>
5.	Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.	<i>Registered gifts and hospitality are recorded on the Council's website.</i>
6.	Councils should publish a clear and straightforward public interest test against which allegations are filtered.	<i>The Arrangements sets out the criteria for valid complaints, but this is not explicitly described as a public interest test.</i>

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7.	Local authorities should have access to at least two Independent Persons.	<i>The Council has appointed 7 Independent Persons as part of a joint recruitment and appointment process with other Surrey districts.</i>
8.	An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.	<i>The Council's Arrangements require the MO to seek the views of an IP before taking a decision to carry out a formal investigation. The MO may seek the views of an IP at any other time.</i>
9.	Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.	<i>This is included in the Arrangements (para 9).</i>
10.	A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.	<i>Guidance on how to make a complaint and the process for handling complaints is available on the Council's website.</i>
11.	Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.	<i>This is a matter for the town and parish councils to consider, and we can consult with colleagues in the towns and parishes on how they would like to take this forward.</i>
12.	Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.	<i>This is currently included in the role of the MO, although the resource for this is limited.</i>
<b>No.</b>	<b>CSPL Best Practice recommendations</b>	<b>Officer Comment</b>

13.	A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.	<i>There is no explicit procedure in place to address conflicts of interests when undertaking a standards investigation. This could be included in the Arrangements for Dealing with Standards Allegations.</i>
14.	Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place.	<i>The Council has not established any separate corporate bodies.</i>
15.	Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.	<i>The Chief Executive meets regularly with Group Leaders, although the meetings are not exclusively about standards issues.</i>