



ANGMERING PARISH COUNCIL CODE OF CONDUCT 2022

**ANGMERING PARISH COUNCIL
Authored by: Katie Herr/Tracy Lees
Date Updated: February 2022
Version: 1**

Best Practice Recommendations

BEST PRACTICE	ACTION TO BE TAKEN
<p>Best practice 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.</p>	<p>All councillors must read the Code of Conduct. Guidance is included to help explain the reasons for their obligations and how they should be followed.</p>
<p>Best practice 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>	<p>All councillors must sign the Code of Conduct Members Declaration and adhere to the code.</p>
<p>Best practice 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.</p>	<p>Angmering Parish Council adopt the principal authorities code of conduct and will update accordingly.</p>
<p>Best practice 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.</p>	<p>Angmering Parish Councils Code of Conduct is loaded on to the APC website so it can be easily found via the search facility. All councillors have a hard copy.</p>

BEST PRACTICE	ACTION TO BE TAKEN
<p>Best practice 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.</p>	<p>The Clerk keeps a record of personal gifts and hospitality received by councillors and establishes the register of councillors' interests (although councillors are not obliged to register their interests in advance).</p> <p>Councillors must notify the Clerk of all gifts, benefits or hospitality received personally (or by members of their household) in connection with their role as a councillor - over a value agreed by the council. This does not include gifts received on behalf of the council.</p>
<p>Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.</p>	<p>Angmering Parish Council have a complaints procedure which is reviewed. Next review date is November 2024.</p>
<p>Best practice 7: Local authorities should have access to at least two Independent Persons.</p>	<p>Angmering Parish Council are able to call on the following for independent advice:</p> <ul style="list-style-type: none"> • Mulberry & Co • WSALC (West Sussex Association of Local Councils) • NALC (National Association of Local Councils)
<p>Best practice 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.</p>	<p>Angmering Parish Council would use the Monitoring Officer at Arun District Council.</p>

BEST PRACTICE	ACTION TO BE TAKEN
<p>Best practice 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.</p>	<p>Angmering Parish Council would do what has been suggested. Guidance would be sought from Arun District Council.</p>
<p>Best practice 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.</p>	<p>Regularly check (quarterly) the website has the most up to date information. Code of Conduct and a complaints procedure are in place.</p>
<p>Best practice 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.</p>	<p>Angmering Parish Council need to adhere to this practice if the situation arose.</p>
<p>Best practice 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.</p>	<p>The Clerk to be up to date on how to deal with alleged breaches. They should also seek relevant and regular information and training to keep up with changes in legislation.</p>

BEST PRACTICE	ACTION TO BE TAKEN
<p>Best practice 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.</p>	<p>Be aware of who to contact should the situation arrive. Received updated details – September 2021</p>
BEST PRACTICE	ACTION TO BE TAKEN
<p>Best practice 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.</p>	<p>All agendas, minutes and annual reports are published in a timely manner on the Angmering Parish Council website. Paper records are also kept.</p>
<p>Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.</p>	<p>Receive regular updates from our District and County Councillors at monthly Full Parish council meetings. If they cannot attend a written report should be sent in prior to the meeting. Meetings also held with MP.</p>

The LGA (Local Government Area) has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.