

# Chichester District Council

Standards Committee

November 2023

## Standards Arrangements

### 1. Contacts

**Report Author:**

Nicholas Bennett, Monitoring Officer and Divisional manager Democratic Services  
Tel: 01243 534657 E-mail: nbennett@chichester.gov.uk

**Cabinet Member:**

Mark Chilton, Cabinet Member for Support Services  
Tel: 01243 E-mail: MChilton@chichester.gov.uk

### 2. Recommendation

- 2.1 **That the Committee set up a task and finish group to review the Arrangements for Code of Conduct investigations.**
- 2.2 **That the Committee agree terms of reference for that task and finish group as set out at Appendix 2 of this report.**

### 3. Background

- 3.1 Conduct of members is carried out by the Council in accordance mostly with national law, in particular the Localism Act 2011. It has also adopted the national standard version Code of Conduct.
- 3.2 Additional to these broad principles and requirements the Council is also required to have “arrangements” in place which establish how they are applied locally. They set out who makes decisions, what they are authorised to do, when they must consult and so on.
- 3.3 The current arrangements have not been revisited since 2015 and the Monitoring Officer asks this Committee to establish a task and finish group to consider the arrangements, report back to this Committee and potentially onward to Full Council.

### 4. Outcomes to be achieved

- 4.1. The intention is to ensure that arrangements are fit for purpose and meet the expectations of members and are updated to current technology and otherwise.

### 5. Alternatives that have been considered

- 5.1 The opportunity to apply was sent out to all Parishes and volunteers sought from every Parish. The Chair carried out a shortlisting process and all candidates were considered against the requirements of the roles.

## 6. Resource and legal implications

6.1 Budget implications are limited and officer support for the functions of standards is met from existing budgets and support of the task and finish group would be met from those existing budgets. The legal requirements for panels are set out in this report.

## 7. Consultation

7.1 No consultation is required at this time. Further reports would be made public and open to public questions in the ways provided in local authority law.

## 8. Community impact and corporate risks

9.1 Effective decision requires review of existing procedures, failing to do so would be a corporate risk.

## 9. Other Implications

<b>Are there any implications for the following?</b> If you tick "Yes", list your impact assessment as a background paper in paragraph 13 and explain any major risks in paragraph 9		
	Yes	No
<b>Crime &amp; Disorder:</b> The Council has a duty "to exercise its functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area". Do the proposals in the report have any implications for increasing or reducing crime and disorder? <b>By its nature the arrangements are there to enable effective fair decision making on conduct including conduct which is a breach of criminal duties imposed upon Councillors.</b>	Yes	
<b>Climate Change and Biodiversity:</b> Are there any implications for the mitigation of/adaptation to climate change or biodiversity issues? If in doubt, seek advice from the Environmental Strategy Unit (ESU).		No
<b>Human Rights and Equality Impact:</b> You should complete an Equality Impact Assessment when developing new services, policies or projects or significantly changing existing ones. For more information, see Equalities FAQs and guidance on the intranet or contact Corporate Policy.		No – changes are not considered so significant as to required EIA.
<b>Safeguarding and Early Help:</b> The Council has a duty to cooperate with others to safeguard children and adults at risk. Do these proposals have any implication for either increasing or reducing the levels of risk to children or adults at risk? The Council has committed to dealing with issues at the earliest opportunity, do these proposals have any implication in reducing or increasing demand on Council services?		No
<b>General Data Protection Regulations (GDPR):</b> Does the subject of the report have significant implications for processing data likely to result in a high risk to the rights and freedoms of		No

<p>individuals? Processing that is likely to result in a high risk includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>• systematic and extensive processing activities and where decisions that have legal effects – or similarly significant effects – on individuals.</li> <li>• large scale processing of special categories of data or personal data relation to criminal convictions or offences.</li> <li>• Any larger scale processing of personal data that affects a large number of individuals; and involves a high risk to rights and freedoms e.g. based on the sensitivity of the processing activity.</li> <li>• large scale, systematic monitoring of public areas (including by CCTV).</li> </ul> <p>Note - If a high risk is identified a Privacy Impact Assessment must be provided to the Data Protection Officer.</p>		
<p><b>Other (Please specify):</b> eg health and wellbeing</p>		

## 10. Appendices

11.1 Appendix One – The Current “Arrangements”

11.2 Appendix Two – Draft Terms of Reference for the Task and Finish Group

## 11. Background Papers

None