

Chichester District Council

Standards Committee

10 December 2024

Task and Finish Group Complaints and Website Review Final Report

1. Contacts

Report Author:

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2. Recommendations

- 2.1 That the Standards Committee notes the report from the Standards Task and Finish Group and formally adopts the revised Code of Conduct webpage and member complaints form as set out in the appendices.**

3. Background

- 3.1 At its meeting on 4 June 2024 the Standards Committee set up a task and finish group to review the webpage for the Code of Conduct and the member complaints form.
- 3.2 The Group met on 10 September 2024 and 3 October 2024 and consisted of Cllr Vivian who acted as Chair, Cllr Briscoe and Cllr Chant. Apologies for absence were received from Mr Andrews, Independent Person to the Council for 10 September 2024.
- 3.3 The Monitoring Officer took the Group through the current webpage and document and provided examples of good practice for the Group to consider. The Group agreed on the changes that would be required and tasked the Monitoring Officer with producing revised versions.
- 3.4 At its second meeting on 3 October 2024 the Group consider each revised version in turn with the finalised copies attached for the Committee's consideration.
- 3.5 The notes from these meetings are attached as appendices to this report.

4. Outcomes to be Achieved

- 4.1 The Group were tasked with creating an improved accessible webpage and complaints form to ensure the visibility of the Code of Conduct on the council's

website.

5. Proposal

- 5.1 The Group propose that the revised Code of Conduct webpage and revised member complaints form be formally adopted.

6. Alternatives Considered

- 6.1 Although an existing Code of Conduct webpage and member complaints form are in place the Group agreed that as they had not been reviewed for a number of years and an update is required.

7. Resource and Legal Implications

- 7.1 The Group did not feel it needed to meet for a third time so resource has not been allocated.
- 7.2 An effective means of making complaints will be helpful for complainants and again improve links with the newly adopted Code of Conduct and the overarching “arrangements” if adopted at Full Council.

8. Consultation

- 8.1 No consultation on this report has been carried out.

9. Community Impact and Corporate Risks

- 9.1 Poor governance processes undermines public confidence and understanding of the role and application of the Code of Conduct. Poor conduct by members being properly managed is a critical issue for the authority like any public body.

10. Other Implications

Are there any implications for the following? 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
Crime and Disorder 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?	Yes – this is related to member conduct including investigation of relevant reported crimes.	
Biodiversity and Climate Change Mitigation 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).		X
Human Rights and Equality Impact You should complete an Equality Impact Assessment when developing new services,		No - changes are not

<p>policies or projects or significantly changing existing ones. For more information, see Equalities FAQs and guidance on the intranet or contact Corporate Policy.</p>		<p>considered so significant as to require EIA</p>
<p>Safeguarding and Early Help 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?</p>		<p>No</p>
<p>General Data Protection Regulations (GDPR) 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 individuals? Processing that is likely to result in a high risk includes (but is not limited to):</p> <ul style="list-style-type: none"> • systematic and extensive processing activities and where decisions that have legal effects – or similarly significant effects – on individuals. • large scale processing of special categories of data or personal data relation to criminal convictions or offences. • 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. • large scale, systematic monitoring of public areas (including by CCTV). <p>Note - If a high risk is identified a Privacy Impact Assessment must be provided to the Data Protection Officer.</p>		<p>No</p>
<p>Health and Wellbeing The Council has made a commitment to ‘help our communities be healthy and active’. You should consider both the positive and negative impacts of your proposal on the health and wellbeing of communities and individuals living and working in the district. Is your proposal likely to impact positively or negatively on certain groups and their ability to make healthy choices, for example low income families, carers, older people/children and young people. Are there implications that impact on areas of the district differently? eg the rural areas or those wards where health inequalities exist. If in doubt ask for advice from the Health and Wellbeing team.</p>		<p>No</p>
<p>Other (please specify)</p>		<p>None</p>

11. Appendices

11.1 Notes from the Standards Task and Finish Group held on 10 September 2024.

11.2 Notes from the Standards Task and Finish Group held on 3 October 2024.

11.3 Revised Code of Conduct webpage [How to make a complaint about a Councillor - Chichester District Council \(online only\)](#)

11.4 Revised Member Complaints Form

12. Background Papers

None.