



REPORT of MONITORING OFFICER

**to
JOINT STANDARDS COMMITTEE
19 OCTOBER 2017**

CONSTITUTIONAL AND OPERATING ARRANGEMENTS FOR THE JOINT STANDARDS COMMITTEE

1. PURPOSE OF THE REPORT

- 1.1 To consider and recommend to the Council the adoption of a summary of the Councillor Conduct Complaints Procedure as part of its constitutional documentation.

2. RECOMMENDATION

To the Council:

That the summary of the Councillor Conduct Complaints Process be adopted as part of the Council's constitutional documentation in place of the Complaints Process flowcharts.

3. SUMMARY OF KEY ISSUES

- 3.1 Following consideration at the last meeting, and adoption by the Council on 13 July 2017, various revisions have been made to the constitutional and operational arrangements for this Committee. In the consideration of this matter by the Committee reference was made and revisions made to the Complaints Process flowcharts which are included with the constitutional documentation. At the last meeting it was suggested and generally agreed that since these flowcharts had become over-populated and therefore difficult to follow, a written summary of the process would be preferable.
- 3.2 As part of the presentation of the Committee's recommendations to the last meeting of the Council a summary document prepared by Officers was circulated. The Council noted this but did not adopt it as it had not been considered by the Committee. That summary is now attached at **APPENDIX 1** for the Committee's consideration and recommendation to the Council for adoption. The proposed effect of this is that it will replace the flowcharts within the constitutional documentation and what is published, which is in line with common practice. The flowcharts can then simply be held and maintained as an internal aide memoire.

4. IMPACT ON CORPORATE GOALS

- 4.1 The review and updating of the corporate governance arrangements of the Council underpins the decision making processes of the Council, is in part a matter of compliance with the law and is also linked to high level outcomes associated with the corporate goal of delivering good quality, cost effective and valued services in a transparent way.

5. IMPLICATIONS

- (i) **Impact on Customers** – It is right and proper that the Council is able openly to explain, through well-presented and user-friendly constitutional documentation, the way in which it is set up and operates, and how it conducts its business. It is important that the Council's procedures are seen as open and transparent.
- (ii) **Impact on Equalities** – None identified.
- (iii) **Impact on Risk** – None identified.
- (iv) **Impact on Resources (financial)** – None identified.
- (v) **Impact on Resources (human)** – None identified.
- (vi) **Impact on the Environment** – None identified.

Background Papers: None.

Enquiries to:

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