

CSPL local government ethical standards 15 best practice recommendations

Name of local authority:

1.	<i>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>
	Progress:
2.	<i>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.</i>
	Progress:
3.	<i>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>
	Progress:
4.	<i>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>
	Progress:
5.	<i>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>
	Progress:
6.	<i>Councils should publish a clear and straightforward public interest test against which allegations are filtered.</i>
	Progress:
7.	<i>Local authorities should have access to at least two Independent Persons.</i>
	Progress:
8.	<i>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>
	Progress:
9.	<i>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>
	Progress:
10.	<i>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>
	Progress:
11.	<i>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>

	Progress:
12.	<i>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>
	Progress:
13.	<i>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>
	Progress:
14.	<i>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>
	Progress:
15.	<i>Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.</i>
	Progress: