

	CSPL Best practice recommendations on ethical standards in local government	Council's position
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.	Paragraph 2.9 Code of Conduct-".....not to act in a matter that could be deemed to be bullying, harassment or intimidation" A definition of bullying and harassment has been added to the definitions section of the Code of Conduct (see appendix 2 of report)
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.	The Council's arrangements for dealing with complaints alleging a breach of the Members code of conduct states that complaints will only be considered to merit formal investigation if they comply with all the criteria set out in paragraph 4.3 which includes - the complaint is not tit for tat and the complaint appears not to be politically motivated.
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	The code is reviewed annually and following any complaints investigation if there were any lessons to be learnt.
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.	The code of conduct is published on the Council's website.
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.	Register is on line and is updated regularly

6	Councils should publish a clear and straightforward public interest test against which allegations are filtered	The arrangements for dealing with complaints sets out the criteria which must be met before a complaint will be investigated
7	Local authorities should have access to at least two Independent Persons.	The Council has appointed three Independent Persons
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.	The Council's arrangements for dealing with complaints set out that the Monitoring Officer will consult the Independent Person before coming to a final decision as to whether or not a complaint which meets the relevant criteria should be investigated.
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>The report of the Investigating Officer is published on the Council's website.</p> <p>The minutes and decisions of Standards hearings will be published on the Council's website.</p>
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 outcome	The code of conduct and "Arrangements" are published on the Council's website

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	This has been recommended to Queens Park Community Council
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.	The Monitoring Officer and her deputies provide advice, support and management of investigations and adjudications on alleged breaches to Queens Park Community College.
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.	The Monitoring Officer can appoint another officer to undertake the investigation and can also seek the views of the Monitoring Officer for Kensington And Chelsea as the legal service is a Bi-Borough arrangement.
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.	To be considered.
15	Senior officers should meet regularly with political group leaders or group whips to discuss standards issues	The Leader has arranged regular meetings with the Group Whips and the Monitoring Officer to discuss standards issues.

