

GROUP LEADER'S REPORT TO STANDARDS AND ETHICS COMMITTEE

Promoting Compliance with the Code of Conduct

Report by:

Group Leader / Deputy Group Leader

| <i>TO BE COMPLETED BY MONITORING OFFICER'S STAFF</i> | | | |
|---|--------------------------------|--------------------------|------|
| Political Group: | | | |
| No. of members: | | | |
| Reporting period: | | | |
| <u>NUMBER, SOURCE AND LEVEL OF COMPLAINTS</u> | | | |
| | Informal Resolution | Local Resolution Hearing | PSOW |
| Public | | | |
| Officers | | | |
| Councillors | | | |
| <u>TRAINING RECORDS</u> | | | |
| Code of Conduct | Number of Councillors trained: | % | |
| Group members' Training Records attached? | Yes / No | | |

STEPS TAKEN TO PROMOTE COMPLIANCE

(TO BE COMPLETED BY GROUP LEADER / DEPUTY GROUP LEADER)

How many complaints have been raised with you about the conduct (including unacceptable behaviour) of members of your group?

Please give a brief ANONYMISED description of these complaints, including the source, subject matter and action you have taken in relation to these complaints. (Please continue on a separate sheet, if necessary.)

| REPORTED TO YOU BY: - Monitoring Officer; - Group Member; - Member of another Group; - Staff member; - Member of the Public; - Other (please specify) | SUBJECT MATTER OF COMPLAINT | ACTION TAKEN | OUTCOME Resolved / Ongoing |
|--|--------------------------------------|---|--------------------------------------|
| <i>Example:</i> <i>Staff member</i> | <i>Failing to treat with respect</i> | <i>Spoke with Member concerned who agreed to apologise. Apology duly given.</i> | <i>Resolved</i> |
| | | | |
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PLEASE CONFIRM THE STEPS YOU'VE TAKEN TO:

- (I) PROMOTE AND MAINTAIN HIGH STANDARDS OF CONDUCT BY MEMBERS OF YOUR GROUP; AND
- (II) CO-OPERATE WITH THE STANDARDS & ETHICS COMMITTEE IN THE DISCHARGE OF ITS FUNCTIONS:

| | STEPS TAKEN | PLEASE TICK ANY THAT APPLY | ANY COMMENTS |
|----|--|-----------------------------------|---------------------|
| 1. | Demonstrating personal commitment to, and attending relevant development or training on, the Member Code of Conduct and equalities | | |
| 2. | Encouraging group members to attend relevant development or training on | | |

| | | | |
|-----|--|--|--|
| | the Member Code of Conduct and equalities | | |
| 3. | Asking nominees to a committee to ensure they have attended the recommended training for that committee | | |
| 4. | Promoting civility and respect at all times, including on social media, within group communications (including group WhatsApp's) and meetings and in formal Council meetings | | |
| 5. | Promoting informal resolution procedures in the council, and working with the Standards & Ethics Committee and Monitoring Officer to achieve local resolution | | |
| 6. | Promoting a culture within the group which supports high standards of conduct and integrity | | |
| 7. | Attend a meeting of the Standards & Ethics Committee if requested to discuss Code of Conduct issues | | |
| 8. | Support any action taken by the Standards & Ethics Committee in relation to a Member found in breach of the Code; and work to implement any recommendations from the Committee about improving standards | | |
| 9. | Work together with other group leaders, within reason, to collectively support high standards of conduct within the Council and in public life generally | | |
| 10. | Report any concerns about Members' behaviour which have not been remedied by informal actions, in line with the duty to report breaches of the Code of Conduct. | | |
| 11. | Any other steps (please outline any other steps taken) | | |

HAVE ALL YOUR GROUP MEMBERS COMPLETED ALL MANDATORY TRAINING?

| MANDATORY TRAINING (ALL MEMBERS) | YES / NO |
|--|-----------------|
| Code of Conduct | |
| Information Governance and Data Protection | |
| Supporting Equality | |
| Corporate Parenting | |
| Safeguarding | |

| MANDATORY TRAINING (RELEVANT MEMBERS ONLY) | |
|--|--|
| Cabinet Induction | |
| Governance and Audit Committee Induction | |
| Planning Committee Induction | |
| Planning Committee for Members and Role of Committee | |
| Public Protection Committee Induction | |
| Licensing Committee Induction | |

(If NO, please tell us how many Members have not completed all mandatory training, brief reasons and any action being taken to address this)

PLEASE TELL US IF THERE ARE ANY OUTSTANDING ISSUES OR CONCERNS YOU WISH TO RAISE WITH THE STANDARDS & ETHICS COMMITTEE:

WOULD YOU LIKE THE OPPORTUNITY TO DISCUSS ANY MATTERS INFORMALLY AND PRIVATELY WITH THE COMMITTEE? YES / NO

WHAT, IF ANY, TRAINING HAVE YOU UNDERTAKEN TO SUPPORT THE DISCHARGE OF YOUR GROUP LEADER DUTIES IN RELATION TO STANDARDS OF CONDUCT?

PLEASE TELL US IF THERE IS ANY FURTHER TRAINING YOU WOULD FIND HELPFUL TO ASSIST YOU TO DISCHARGE THESE DUTIES?

Thank you!