



# Epping Forest District Council

## **STANDARDS COMMITTEE** **Monday, 18th December, 2017**

You are invited to attend the next meeting of **Standards Committee**, which will be held at:

**Committee Room 1, Civic Offices, High Street, Epping**  
**on Monday, 18th December, 2017**  
**at 7.00 pm .**

**Glen Chipp**  
**Chief Executive**

**Democratic Services  
Officer**

Gary Woodhall  
(Governance Directorate)  
Tel: 01992 564470  
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**Members:**

G Chambers (Chairman), C P Pond (Vice-Chairman), N Avey, S Kane, M McEwen,  
A Mitchell, C Roberts, B Rolfe and J H Whitehouse

**Independent Persons:**

Mr P Adams and Mr D Cooper

**Parish and Town Council representatives:**

Parish Councillors R Alvin, J Barber, S Watson and J Whybrow.

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**1. APOLOGIES FOR ABSENCE**

(Director of Governance) To be announced at the meeting.

**2. SUBSTITUTE MEMBERS**

(Director of Governance) To report the appointment of any substitute members for the meeting in accordance with Council Rule S1 in the Constitution (Part 4 "The Rules" refers).

**3. MINUTES (Pages 5 - 20)**

(Director of Governance) To confirm the minutes of the last meeting of the Committee, held on 7 August 2017, as a correct record (attached).

**4. DECLARATIONS OF INTEREST**

(Director of Governance) To declare interests in any item on the agenda.

**5. APPOINTMENT OF A STANDARDS COMPLAINTS SUB-COMMITTEE (Pages 21 - 22)**

(Monitoring Officer) To consider the attached report (STD-004-2017/18).

**6. AUDIT AND STANDARDS COMMITTEE - REVIEW OF MERGER PROPOSALS (Pages 23 - 32)**

(Deputy Monitoring Officer) To consider the attached report (STD-005-2017/18).

**7. ALLEGATIONS MADE ABOUT THE CONDUCT OF DISTRICT AND PARISH/TOWN COUNCILLORS (Pages 33 - 34)**

(Monitoring Officer) To consider the attached schedule showing the current position of active cases.

**8. DATES OF FUTURE MEETINGS**

(Director of Governance) Following the decision of the Council that the Standards Committee be convened to meet only when there is business to be transacted (Council 26 April 2016, minute 12 refers), there are no formal meetings arranged for the remainder of the municipal year. However, further meetings of the Committee can be arranged if required.

**9. EXCLUSION OF PUBLIC AND PRESS**Exclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the paragraph(s) of Part 1 of Schedule 12A of the Act indicated:

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
10	Allegations Made About the conduct of District and Parish/Town Councillors – Issues Arising	1

Background Papers

Article 17 of the Constitution (Access to Information) define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and

- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

**10. ALLEGATIONS MADE ABOUT THE CONDUCT OF DISTRICT AND TOWN/PARISH COUNCILLORS - ISSUES ARISING**

(Monitoring Officer) To discuss any confidential issues arising from the active cases listed on the schedule for agenda item 7.

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## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Standards Committee **Date:** Monday, 7 August 2017

**Place:** Committee Room 2, Civic Offices, High Street, Epping **Time:** 7.00 - 7.50 pm

**Members Present:** G Chambers (Chairman), C P Pond (Vice-Chairman), N Avey, S Kane, C Roberts, B Rolfe and B Surtees

**Other Councillors:** R Morgan

**Apologies:** M McEwen, A Mitchell and J H Whitehouse

**Officers Present:** C O'Boyle (Director of Governance), S Hill (Assistant Director (Governance)) and G J Woodhall (Senior Democratic Services Officer)

**Also in attendance:** P Adams, and D Cooper (Independent Persons)  
K Williamson and J Whybrow (Parish/Town Councils)

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### 1. SUBSTITUTE MEMBERS

The Committee noted that the following substitute Members had been appointed for this meeting:

- (a) Cllr Surtees for Cllr J H Whitehouse; and
- (b) Parish Cllr K Williamson for Parish Cllr S Watson.

### 2. MINUTES

In respect of minute item 6, resolution 5, Parish Cllr Whybrow stated that the proposed letter to the Chairman of each Town and Parish Council, advising their Members to attend the next scheduled Code of Conduct training session, had not been received. The Chairman explained that the letter referred to in resolution 4 of that minute item to each Member of the District Council had been sent, and that the proposed letter to each Town and Parish Council was the next stage of the process.

#### **Resolved:**

- (1) That the minutes of the meeting held on 23 January 2017 be taken as read and signed by the Chairman as a correct record.

### 3. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Member Code of Conduct.

### 4. NEW PLANNING CODE OF PRACTICE

The Deputy Monitoring Officer, S Hill, presented a report on the new Planning Code of Practice.

S Hill reported that the Planning Protocol was last reviewed in 2007, and the advent of the Localism Act in 2011 had provided further clarification on the role of Members, interests in planning matters and the types of interests that were now required to be disclosed. The Council had been advised by Counsel that there was a minimum of 18 areas that the Council's new Protocol should cover, and this had formed the basic structure of the revised Code before the Committee. It was also highlighted that there could be possible changes to the structure of the Council's Planning (Sub-)Committees in future to meet the expected demand from publication of the Council's Local Plan. The paragraphs within the proposed Code would also be numbered prior to publication in the Council's Constitution.

S Hill stated that the draft Code of Planning Practice, attached as an Appendix to the report, would replace the current Planning Protocol. Complaints related to Planning was, by far, the most numerous and therefore it was important that clear advice was provided to Members. The Committee was requested to consider and comment on the Code prior to its review by the Constitution Working Group on 28 September 2017 and approval by the Council on 2 November 2017.

The Monitoring Officer, C O'Boyle, advised the Committee that District Councillors who took a public stand on certain sites as a Town or Parish Councillor did not necessarily have to declare a prejudicial/pecuniary interest at District Council Planning meetings. The Localism Act 2011 permitted Councillors to hold a view about a particular site prior to taking a planning decision on it. Councillors could attend open evenings on applications organised by the Applicant, but they would need to conduct themselves appropriately, such as asking pertinent questions on the application. Where possible, Members should request that a Planning Officer accompany them to such meetings, but at the very least they should inform Planning Officers prior to attending such meetings. It would also be good practice to make notes of the meeting afterwards, highlighting comments made and actions taken. S Hill added that Members should make it clear when they attend such meetings that they were there to ask questions and gather information only.

The Independent Member, D Cooper, could not perceive any benefit from Councillors attending these types of meetings, as public perception was necessarily different from legal advice. Parish Cllr Williamson added that the location was also relevant, e.g. a five-star Hotel would look worse for such a meeting than a Town or Village Hall. S Hill reminded the Committee that the Code was, out of necessity, a broad framework but Members could always get advice regarding particular circumstances from either the Monitoring or Deputy Monitoring Officer.

The Committee acknowledged that there was a difference between a public meeting on a particular planning application and a private meeting with a developer. C O'Boyle advised that a public meeting would proceed regardless of any Councillor attendance, and for large public meetings it could be beneficial for the Councillor to attend as it would assist further conversations with constituents after the meeting. The Independent Member, P Adams, cautioned that Councillors should consider the public perception from attending private meetings with Developers.

Parish Cllr J Whybrow noted that the Code made no mention of Town or Parish Councillors. C O'Boyle explained that the Code was primarily concerned with the behaviour of District Councillors, rather than Town or Parish Councillors, as they were the ones making the decision. Cllr Surtees opined that local Councils were a statutory consultee, and often made written representations on planning applications, but often did not attend the meeting to speak in favour of their views. S Hill stated

that the Town & Parish Council Charter codified how to deal with Local Council comments, but Loughton Town Council was instigating a review.

On the issue of pre-prepared speeches from Members in planning meetings, C O'Boyle advised that bullet points and notes on the agenda were fine, but having a pre-prepared speech which was delivered regardless of the concessions already agreed in the meeting did not give a good impression, particularly on the webcast of the meeting. S Hill also warned that Councillors should exercise some caution when tweeting or posting on Facebook about planning applications.

In respect of the order that agenda items were dealt with, it was highlighted that items had been moved in the past for the benefit of Arboricultural Officers. C O'Boyle stated that section (xiv) of the Code permitted the (Sub-)Committee to amend the order that items were dealt with; however, public speakers should not be unduly inconvenienced by this and Arboricultural Officers should wait their turn if the public were registered to speak on earlier items. In addition, items should not be deferred simply because particular Councillors had not yet arrived at the meeting. S Hill added that if the majority of the public were in attendance for one particular item then due consideration should be given to dealing with that item earlier in the meeting.

S Hill reminded the Committee that Members could not be prevented from attending Planning (Sub-)Committees simply on the basis that they had not attended the relevant Member training courses. C O'Boyle stated that this was an issue for the political groups to encourage attendance at Planning training courses by all of their Members.

The Committee endorsed the document, subject to a couple of minor amendments to deal with:

- (i) a paragraph numbering regime;
- (ii) clarification of the Code's relationship to the advice on gifts and hospitality for Members; and
- (iii) best practice advice to contact Planning Officers in cases where a Member was contemplating any pre-application discussion with an Applicant.

**Resolved:**

(1) That the attached revised new Code of Planning Practice be recommended for consideration by the Constitution Working Group at its meeting scheduled for 28 September 2017, and include the following requested amendments:

- (a) a paragraph numbering regime;
- (b) clarification of the Code's relationship to advice on gifts and hospitality for Members; and
- (c) best practice advice to contact Planning Officers in cases where a Member was contemplating any pre-application discussions with an Applicant.

**5. MEMBER CODE OF CONDUCT TRAINING UPDATE**

The Deputy Monitoring Officer, S Hill, presented an update on Member Code of Conduct Training.

S Hill reminded the Committee that it had decided at its last meeting that all Councillors should attend Code of Conduct training at least once during their term of office, or more frequently if the Code was changed substantially. Since then, the Chairman of the Committee had written to all Members of the District Council regarding the importance of such training. Two Code of Conduct training sessions had been held on 23 May 2017 and 13 June 2017; a further session was planned for 2 October 2017 for those Councillors who had yet to attend such training during their current term of office and the majority of those Members had indicated that they would attend this session. Following this session, there would be only three Councillors who had not attended any such training.

In response to questions from the Committee, S Hill stated that Officers had run training sessions at Town and Parish Councils, and that Town and Parish Councils would be invited to the session planned for 2 October; this session could also be webcast for subsequent viewing. Town and Parish Councils had been informed of the previous Code of Conduct training sessions by the Member Support Officer and further sessions could be scheduled for the local Councils if required. However, the Monitoring Officer, C O'Boyle, cautioned that if further such sessions was organised then it was essential to have a good attendance from Local Councillors as such training was very time intensive for Officers to organise.

S Hill added that there were a number of interesting courses coming up and Officers had had a positive response from writing to the Members individually on this issue. The Committee made two suggestions for further consideration: investigate the possibility of providing e-learning courses for Members in the future; and providing targeted training to the Chairmen of Town and Parish Council Planning Committees.

**Resolved:**

(1) That the updated position statement on Code of Conduct Training, as attached at Appendix 1 of the report and reported at the meeting, be noted.

**6. ALLEGATIONS MADE ABOUT THE CONDUCT OF DISTRICT AND PARISH/TOWN COUNCILLORS**

The Deputy Monitoring Officer, S Hill, informed the Committee that there had been 5 allegations concerning the conduct of District and Town or Parish Councillors received during 2017. Of these five cases, only two were still currently active.

S Hill reported that a draft report had been issued for the first case listed and the Monitoring Officer would liaise further with the Independent Member before a decision on any action was taken. For the third case listed, the Member being complained about had not actually been in attendance at the Area Planning Sub-Committee in question. For the fifth and final case listed on the schedule, the complainant had asked for anonymity and therefore the case was currently in abeyance as Officers were not completely satisfied with the reasons given for maintaining anonymity by the complainant.

The Committee was somewhat sceptical about the complainant's request for anonymity in case number five on the schedule, and felt that complainants should be willing to put their name to any allegation against a public figure. S Hill clarified that the majority of allegations regarding the conduct of District and Town or Parish Councillors arose from issues at Planning meetings.

The Committee offered their thanks to the Monitoring Officer, Deputy Monitoring Officer and the Independent Members for their efforts in assessing the cases presented.

**Resolved:**

(1) That the outstanding allegations made about the conduct of District and Town or Parish Councillors, and the steps taken in resolving the issues, be noted.

**7. DATES OF FUTURE MEETINGS**

The Committee noted that there had been no formal meetings of the Standards Committee scheduled, following the decision of the Council that the Standards Committee should only meet as and when there was business to be transacted (Council 26 April 2016, minute 12 refers).

S Hill informed the Committee of a recent development concerning the potential role of Independent Members on Staff Disciplinary cases. A pool of Independent Members willing to sit on panels for Staff Disciplinary Cases across Essex was being investigated, and S Hill would report any further developments to the Committee at a future meeting. C O'Boyle highlighted that it would be up to each individual Independent Member to decide if they wanted any involvement in such cases.

**8. EXCLUSION OF PUBLIC AND PRESS**

The Committee noted that there were no issues arising from the Allegations Made about the Conduct of District and Town or Parish Councillors which necessitated the exclusion of the public and press from the meeting.

**CHAIRMAN**

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## Planning Code of Practice

### (i) The Aim And Application Of The Planning Code

1. This Code is intended to provide Councillors, staff and the Public advice and guidance on the planning process.
2. This Code has the status of advice and should be used to shape Councillors conduct and consideration of all planning matters they are asked to determine. It also deals with the involvement of Councillors and officers of the Council in the operation of the planning system outside the formal decision-making process.
3. In this Planning Code the term “Planning Meeting” means any formal meeting where a planning matter is being determined up to and including the Full Council meeting to determine such an application referred to it by the District Development Management Committee (DDMC).
4. It cannot, however attempt to cover every eventuality or situation.

### **Further advice on specific circumstances is available from the Council’s Monitoring Officer and Deputy Monitoring Officer.**

5. Councillors and staff should bear in mind that Planning matters are the source of most complaints from the public and early advice is key to ensuring that such complaints do not occur.

### (ii) The relationship with the Local Members' Code of Conduct;

6. This Code is complementary to the provisions of the Council’s Code of Conduct for Councillors and Officers but does not repeat its provisions which can be found in Part 5 of the Constitution. It should also be read in conjunction with guidance on gifts and hospitality.

### (iii) Roles and responsibilities

7. Councillors are elected members of the Council (see Article 2 for their roles and functions). At Epping Forest District Council, every Councillor will be a member of the relevant Area Plans Subcommittee unless they give notice to the Proper Officer (in this instance the Chief Executive) of their wish not to be a member. Additionally, for Area Plans Subcommittee South, under Article 10 of the constitution they are required to give notice that they wish to be a member of that Subcommittee for the relevant year.
8. These memberships are only reviewed at each Annual Council meeting. Councillors cannot opt in and out of membership during the year unless a review is triggered under the provisions of the Local Government Act 1972 (as amended)
9. It is Councillors responsibility to represent the views of all the people in their wards. However, in planning matters, there is often a polarisation of views between different sections of the community. It is the role of Councillors to balance these views against planning policy and the wider needs of the district.

### **Decisions on Planning Applications should always be made on their planning merits.**

10. Some types of planning decision have been delegated by the Council to officers to determine. The extent of this delegation is set out in the Constitution (Part 3, Appendix 3).

#### **(iv) Registration and Declaration of interests**

11. Upon being elected Councillors are required to complete a form to register their disclosable pecuniary and other interests. They are required to keep this document under review and maintain that declaration and amend it as necessary within 28 days of any change in circumstances.

12. This form also contains the interests of the Councillors spouse, civil partner or person living with the Councillor as a spouse or civil partner (called the 'relevant person')

13. The form is part of the Register of Councillors interests and is maintained by the Council's Monitoring Officer. The register is available for public inspection and reproduced on individual Councillors webpages for public inspection.

14. Rule 11 of the Council Rules requires Councillors to withdraw from meetings if they have a disclosable pecuniary interest firstly having declared the existence and nature of the interest. This also applies to interests of the relevant person. Such a declaration is also required by Councillors exercising executive functions. (see Part 5 of the Constitution).

15. Any Councillor being the applicant (with or without representation or by their relevant person) for an application is required to identify themselves as the applicant on the planning application form, advise the Monitoring Officer, take no part in the planning process or attend that part of the meeting. Such an instance will always create a DPI for the Councillor. All Councillor applications will be heard by the relevant Councillor committee and not otherwise dealt with under delegation.

16. Declaring such an interest at a planning meeting may give rise to a need to alter the Councillors declaration of interests form. Advice on such matters is available from the Monitoring Officer or Deputy.

17. Members are also subject to the 'Public Perception' test, introduced by Council in 2016, which asks Councillors to consider whether they are predetermined in any matter before participating.

18. If a Councillor has an interest which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to affect their judgement in the public interest and they are present at a meeting of the Authority at which such business is to be considered or is being considered they must:

- (i) Disclose the existence and nature of the interest; and
- (ii) Withdraw from the room or chamber where the meeting considering the business is being held"

#### **(v) Predisposition, Predetermination and Bias**

19. Councillors must ensure that they do not fetter<sup>1</sup> their ability to participate in the decision making process on an application by making their mind (or clearly indicating that they have made up their mind) on how they will vote prior to the consideration of the application by the planning committee.

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<sup>1</sup> 'Fetter' – confine or restrain themselves by a previous act which makes them appear to have prejudged the issue

20. The planning committee should, when considering an application, take into account all views expressed (in writing, orally, evidence from the planning officer and the views of other Councillors) in such a way that they are fairly considered in a balanced way before the planning committee reaches a decision.

21. Councillors can be predisposed to a particular point of view but must have an open mind at the point they are required to consider and determine the matter.

22. Section 25(2) of the Localism Act 2011 provides that a decision-maker is not to be taken to have had, or to have appeared to have had, a closed mind when making the decision just because:

(a) the decision-maker had previously done anything that directly or indirectly indicated what view the decision-maker took, or would or might take, in relation to a matter, and

(b) the matter was relevant to the decision.

23. However, there are some actions which would undermine the Councillors position. For example by making declarations of opposition or support in a public forum. This includes press statements, residents meetings and using social media. As meetings are webcast Councillors should not appear to have predetermined applications by coming to meeting with pre-prepared written speeches. Councillors must guard against being, or giving the appearance of being predetermined in this way.

#### **(vi) Membership of other councils and bodies**

##### **Parish and Town Council's**

24. Applications are routinely referred to Parish and Town Council's for statutory consultation. The Parish/Town Council's do not determine planning applications but submit (if agreed) comments as part of the planning application process.

25. District Councillors do not need to make general declarations of interest at those meetings if it is based solely on the dual hatted nature of their role. (Other interests must be declared)

26. Where District Councillors are asked to express their views as part of their role of a Parish or Town Councillor they are able to do so. It may be appropriate at the meeting to make it clear that they may take a different view once they have heard all relevant policy and representations at a subsequent planning meeting when they are determining the application.

27. Applications made to the District Council by a Parish or Town Council is likely to create a conflict of interest for the Councillor if they have been party to decisions made by the Council concerned. It would normally create a non-pecuniary interest under section 8.1 of the Code of Conduct. The public perception test would then apply.

28. Referrals from Planning Subcommittees to DDMC or Council do not create an interest that is declarable.

29. Cabinet members who have sponsored any planning application made after a report or portfolio holder decision will normally have created a non-pecuniary interest in that application. Participating in any subsequent determination of that application would be subject to the public perception test.

## **(vii) Pre-application discussions**

30. Enabling a Developer to brief and seek the views of elected Members and Planning Officers about planning proposals at an early stage (usually pre-application or where this is not possible, very early in the formal application period) is important in ensuring that new development is responsive to and reflects local interests/concerns where possible. Early Councillor engagement in the planning process is encouraged and supported by the National Planning Policy Framework and is particularly important to allow Councillors to help shape future strategic developments in the Local Plan.

31. Discussions between a potential applicant and the council (officers or Members), prior to the submission of an application can be of considerable benefit to both parties and is encouraged. However, it would be easy for such discussions to become, or to be seen, particularly by objectors, to become, part of a lobbying process on the part of the applicant.

32. The purpose of member briefings should be:

- To enable Councillors to provide feedback that supports the ultimate submission of high quality development through the pre-application process, and avoid potential delays at later stages;
- To ensure Councillors are aware of significant applications prior to them being formally considered by the planning committee;
- To make subsequent planning committee consideration more informed and effective;
- To ensure issues are identified early in the application process, and improve the quality of applications; and
- To ensure Councillors are aware when applications raise issues of corporate or strategic importance.

33. In order to avoid such perceptions, pre-application discussions will take place within the following guidelines. (Although the term 'pre-application' has been used, the same considerations should apply to any discussions which take place before a decision is taken):

- The decision making process applicable should be explained to the potential applicant.
- It should always be made clear at the outset that the discussions will not bind the Council to making a particular decision and that any views expressed are personal and provisional.
- Advice should be consistent and based upon the development plan and other material considerations. There should be no significant difference of interpretation of planning policies amongst planning officers.
- A written note should be made of important meetings.
- If possible, at least one officer should attend any such meeting involving a Member, or notify the officer in advance of the meeting.

- In the case of advice given by planning officers it should always be made clear that any views which they express are subject to review at a more senior level with whom the final recommendation to committee lies or the officer properly exercising a delegation.

**(viii) Contact with applicants, developers and interested persons**

34. Approaches from applicants, potential developers and applicants or objectors is a normal and proper aspect of the political process. However, unless the parties concerned exercise care and common sense, this can lead to the impartiality and integrity of Members being called into question. A planning committee decision may be susceptible to judicial review where there is a real danger of bias.

35. To avoid such problems, discussions should take place within the following guidelines:-

- Members should only attend pre-application meetings organised in accordance with section (vii) above
- Members must take care not to indicate they have made up their mind on any planning application or issue before they have heard and/or read all the evidence, and should make clear that any views expressed are personal and provisional.
- Members should make it clear that they will not be in a position to make a decision until they have heard and/or read all the relevant evidence and arguments at the Committee meeting. The Committee report may contain issues previously unknown to Members and other aspects, not previously evident, may arise during the Committee's deliberations.

**(ix) Lobbying**

36. It is recognised that lobbying is a normal and perfectly legitimate element of the process of considering planning applications.

37. It is, however, important that Members protect their impartiality and integrity in planning matters. Members will not breach the Code by listening to or receiving viewpoints from residents or other interested parties provided that they make it clear that they are keeping an open mind. However, expressing an intention to vote one way or another before a planning committee meeting would prejudice impartiality.

38. Lobbying may be verbal or by circulation of letters or documents to all or some Councillors.

39. Councillors should not organise support for or against a planning application and should not lobby other Councillors as this would signal that they had made up their mind before hearing the evidence. Each Councillor should make up his or her own mind on the evidence and facts presented to the committee.

**(x) Officers**

40. Officers are the paid employees of the Council. For planning, the Council employs appropriately qualified staff to make recommendations on planning applications to Councillors to be determined at meetings.

41. The function of officers is to support and facilitate the Councillors in their work and to ensure that robust, lawful decisions are made and the planning decisions are made in accordance with the local plan and material planning considerations.

42. Officers are required to act with impartiality at all times in determining or making recommendations upon planning applications. In considering applications and in advising members of the public and Councillors on planning policy, enforcement and other planning related matters, Officers are bound by the Officer Code of Conduct.

43. This process must be transparent and respect the sometimes contrary views, maintaining respect between the parties. Failure to maintain professional respect at any part of the planning process is a breach of the relevant code of conduct for either party.

44. In certain circumstances, where officers within development control or economic development submit a planning application, applications will be heard formally at the relevant member committee. (Part 3 – Scheme of Delegation – Appendix 3).

**(xi) Attendance and participation at public meetings**

45. All planning decisions are taken in public session at meetings except if they are delegated to officers. Planning issues usually attract high levels of public interest and attendances reflect this.

46. With high levels of public interest and sometimes contentious decisions to be made, confidence in the planning system is important. Issues such as conflicts of interest, lobbying, officer advice, the conduct of meetings and focus on planning considerations will colour the public perception positively or negatively. All participants need to keep this in mind. This will include your attendance at other public meetings convened locally. See section (v) on predisposition.

47. The Council has a policy of allowing public speaking by applicants, objectors, other statutory authorities and Parish/Town Councils. The rules are set out in Article 10 which may be varied by the Chairman at their discretion.

**(xii) Site visits**

48. Formal Site visits may be undertaken of any potential development site subject to application where there is a substantial benefit to the decision-making process. Further detail on the procedures that apply to site visits and the circumstances where a formal site visit is appropriate can be found in Article 10 – Development Control.

49. Councillors may wish to view sites themselves prior to meetings but should stick to the public highway, observe practical 'lone working' principles and bear in mind the advice given at section (v) about predetermination.

**(xiii) Officer reports and recommendations;**

50. Officers will provide professional advice to members with a recommendation whether or not planning permission should be granted, based on the officer's assessment.

51. Each officer's report to the committee will provide:

- Details of the site, a site plan, its ward and description of the proposal and an internet link for viewing the plans
- The proposed decision recommended by the officers

- Details of either conditions (for approval) or reasons for refusal
- Relevant site history and policies applicable
- Consultations carried out and representations
- A narrative on the issues and considerations of the application and a conclusion.

52. If, having read the reports prior to the meeting, Councillors have questions relating to the applications, they should contact the case officer without delay. This enables the officer to answer queries of a factual nature that could delay determination should they be asked at the meeting.

53. Reading the reports may help Councillors form an initial view of the proposals

#### **(xiv) Conduct during public meetings**

54. At the Planning meeting, applications will be heard in the order they appear of the agenda except where the chairman decides otherwise and seeks the assent of the meeting to the change of order. An example of where this could be agreed is when the meeting is being attended by a large number of people only interested in one contentious item. Chairmen should not delay items to allow Councillors, applicants or objectors to be present. (see rule V1 – Voting – Voting on quasi-judicial matters)

55. Each development control item will be dealt with as follows:

- (a) the planning officer present will their report including planning considerations, relevant local and national planning policies and a summary of any late representations received
- (b) evidence will be taken from registered public speakers (see Article 10, Appendix 1 for the rules of debate that apply);
- (c) Councillors will then debate the matter seeking information from the planning officer that arises from the debate. Councillor's commentary should be based on the material planning considerations of the matter. It is the convention that the Chairman will allow both the ward councillor and non committee members to speak as part of the debate.

#### **(xv) Decision-making;**

##### **Delegated Decision making**

56. The Council's Scheme of Delegation specifies clearly the categories of applications that may be determined by officers (see Part 3 of the Constitution – Scheme of Delegation – Appendix 3).. This scheme may be reconsidered from time to time by the Council.

57. Where officers are determining applications under their delegated powers, an officer report will be completed which must record the material planning considerations that have been taken into account in the decision making process and the decision made by an officer with the relevant delegated power from the Council.

58. Councillors may call-in an application proposed to be determined by officers to the relevant committee for determination in accordance with the rules set out in Part 3 of this constitution but must consider their reasons for so doing.

## **Decision making by Councillors**

59. At the conclusion of the debate (subject to no contrary motion being moved and seconded) the recommendation of officers will be put to the committee by the chairman. This does not require a seconder.

60. Decision making at meetings shall be by way of a majority of Councillors present at a meeting voting positively for either approval or refusal. This is subject to the preservation of the required quorum at the time the vote is taken and shall be subject to Rule V1 (voting) and Rule M2 (minority references)

61. Voting down the recommendation of officers at the meeting does not mean that a decision has been taken on the application. A motion from a Councillor, seconded by another Councillor with reasons that are planning based is required.

### **(xvi) Decisions contrary to the officer recommendation;**

62. Decisions on planning proposals must be taken in accordance with the local plan unless material considerations indicate otherwise. In determining planning and other applications the committee is entitled to decide the weight to be attached to the various planning considerations which are relevant to the application. This can lead to a decision which is contrary to the recommendation of the Officers. The Committee can for example decide:

- to refuse planning permission where officers have recommended approval;
- agree with officers that permission should be refused but for different or additional reasons; or
- grant permission subject to different conditions or legal requirements than those recommended.

63. Where any Councillor is proposing to put forward a motion contrary to the officer recommendation, the committee Chairman will ensure that the planning reasons are apparent **before** a vote is taken and will ensure that the planning officer is given an opportunity to explain to the committee the implications of their decision.

64 Applications proposed to be granted which are substantial departures from the policy framework, local plan, have financial implications or require the referral to the Secretary of State for approval must be referred to the District Development Management Committee (see Article 10, Area Plans Sub-Committees for more detail)

### **(xvii) Training;**

65. It is fundamental that Councillors (including Parish and Town Council members) involved in planning matter should receive appropriate training, **before** being involved in making planning decisions. The Council will facilitate such training, which should be regarded as obligatory for all Councillors. The Standards Committee have also determined that Councillors should attend Code of Conduct training at least once per Council term. Councillors should also attend sessions designed to keep them abreast of new developments, as specified by the Authority.

**(xviii) Review.**

66. This Code will be reviewed from time to time as necessary by the Council's Constitution Working Group having taken input on standards matters from the Standards Committee.

Draft V3  
Simon Hill  
August 2017

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## **Report to the Standards Committee**

**Report reference:**                    **STD-004-2017/18**  
**Date of meeting:**                   **18 December 2017**



**Subject:**                               **Appointment of a Standards Complaints Sub-Committee**

**Responsible Officer:**               **Colleen O'Boyle       (01992 564475)**

**Democratic Services:**               **Gary Woodhall       (01992 564470).**

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### **Recommendations/Decisions Required:**

- (1) To appoint a Chairman and members of a Complaints Sub-Committee in accordance with the Constitution;**
- (2) To note the Terms of Reference for the Sub-Committee as set out in Article 9 of the Constitution and reproduced below; and**
- (3) That the Monitoring Officer provides training to appointed members prior to the hearing of the case.**

### **Report:**

1. There is a need to appoint to and convene a meeting of a Sub-Committee to conduct a hearing into an allegation that a member has breached the Council's Code of Conduct.
2. Article 9 of the Constitution includes provisions to appoint such a Sub-Committee as follows:

#### ***"Complaints Sub-Committee***

7. *The Committee may appoint a Complaints Sub-Committee to conduct any Hearing into an allegation that a Member or Co-opted Member has breached the Authority's Code of Conduct. Such a Sub-Committee shall be the minimum of three members of the Standards Committee.*
8. *A Parish Councillor will be invited to be co-opted as non-voting member when dealing with a complaint against a Parish Councillor.*

#### ***Complaints Sub-Committee - Terms of Reference***

9. *The Complaints Sub-Committee will undertake the following functions:*
  - (a) *To conduct any Hearing into an allegation that a Member or Co-opted Member has breached the Authority's Code of Conduct.*
  - (b) *Following a Hearing, make one of the following findings:*
    - (i) *That the Member has not failed to comply with the Code of Conduct and no further action needs to be taken in respect of the matters considered at the*

*Hearing; or*

*(ii) That the Member has failed to comply with the Code of Conduct but that no further action needs to be taken in respect of the matters considered at the Hearing; or*

*(iii) That the Member has failed to comply with the Code of Conduct and that a sanction and/or an informal resolution should be imposed.*

*(c) Following any finding under (b)(iii) above, the Sub-Committee may impose any action or combination of actions available to it, or impose any informal resolution or combination of informal resolutions as are available to it by law or policy.*

*(d) After making a finding, providing written notice of its findings and the reasons for its decision to the Member and complainant."*

3. The complaint in this case does not refer to a member of a Town or Parish Council. There is therefore no requirement to appoint a Parish Councillor onto the Sub-Committee.

4. It should be noted that the terms of reference of the Sub-Committee include the delegation to determine the case in this instance without further reference to this Committee.

5. Training will be organised for the Sub-Committee members prior to the hearing of the case.

## **Report to the Standards Committee**

**Report reference:** **STD-005-2017/18**  
**Date of meeting:** **18 December 2017**



**Epping Forest  
District Council**

**Subject:** **Audit and Standards Committee – Review of Merger Proposals**

**Responsible Officer:** **Simon Hill** (01992 564249).

**Democratic Services:** **Gary Woodhall** (01992 564470).

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### **Recommendations/Decisions Required:**

- (1) That, as required by the Council, the Committee reviews the proposals for the merger of the Audit and Governance Committee with the Standards Committee; and**
- (2) That the Committee expresses a view on the matter to the Constitution Working Group.**

### **Report:**

1. The Council, at its meeting on 26 April 2016, considered the results of a review of the desirability of combining the Audit and Governance and Standards Committees.
2. At that meeting, the Council concluded that the proposals for a merged committee not be adopted as part of the changes to the constitution but that there be a review of this position after two years and that the Standards Committee be convened to meet only when there is business to be transacted.
3. The review is required before the end of the municipal year in April 2018.
4. Since that time this Committee has met twice, Once in January 2017 and once in August 2017 for total of two hours meeting time. In the last three and a half years the Committee has only met 5 times for a total of four hours and five minutes.
5. At the time of the last review this Committee expressed the view that they accepted that the implementation of the new arrangements for dealing with allegations of Member misconduct under the Localism Act 2011 had dramatically reduced its workload. However, the Committee was not minded to support the proposals and expressed a number of concerns regarding the proposed merger:

- (i) there were currently 9 Members available to consider Standards issues, which would reduce to 3 under the proposals and it was felt by the Committee that this was not enough;

The Committee suggested that the Working Group could:

- Recommend a higher number of members for the new Committee
- Ask Council to create a specific group to deal with Standards Investigation Hearings either on an ad hoc or standing basis.

(ii) there was a perceived lack of involvement of Parish Councils under the proposals as currently there were three representatives from the Local Councils affiliated to the District Council's Standards Committee formally invited to each meeting; and

The Committee suggested that the Working Group could:

- Ask that all agendas are notified to Parish and Town clerks that are aligned to the Districts Standards Committee
- Ask that existing parish representatives be invited to attend meetings of the new committee as they consider necessary
- Change the Terms of reference to include that any hearing into a Parish/Town Councillor includes an appropriate representative.

(iii) there was a perceived risk that a smaller Committee would be less objective when considering Standards issues.

6. The original report to Committee, made in January 2016 is attached which contained the proposals at that time for a combined committee and a new terms of reference.

7. The Committee are asked to comment on the review which will be subject to a report to the Constitution Working Group at a meeting in the new year.

## **Report to the Standards Committee**

**Report Reference: STD-002-2015/16**

**Date of meeting: 25 January 2016**



**Epping Forest  
District Council**

**Subject: Audit & Standards Committee – Proposed  
Terms of Reference**

**Responsible Officer: Colleen O'Boyle (01992 564475)**

**Democratic Services: Gary Woodhall (01992 564470)**

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### **Recommendations/Decisions Required:**

- (1) To approve in principle the proposed merger of the Audit & Governance Committee and the Standards Committee;**
- (2) To consider and approve the proposed Terms of Reference for the new Audit & Standards Committee; and**
- (3) To request the Constitution Working Group to consider the necessary constitutional amendments and report to the Council accordingly.**

### **Report:**

#### Merging Audit and Standards Committee

1. The main role of the Standards Committee is to promote and maintain high standards of conduct by members. Matters around member conduct at committee level are relatively light and three of the six scheduled meetings have been cancelled in the last 18 months (9 October 2014, 8 January 2015 & 7 April 2015).
2. The Council's Audit and Governance Committee is responsible for providing independent assurance of the adequacy of the Council's risk management framework and provides independent scrutiny of the authority's financial and non-financial performance. The Committee approves the financial statements and Annual Governance Statement and enhances public trust and confidence in the governance of the authority.
3. A number of other councils have combined audit and standards committees successfully, including Broxbourne and Harlow Councils, the main drivers for this being:
  - Low complaint activity especially as the Monitoring Officer has delegated authority to seek to resolve a complaint informally where a formal investigation is not merited; and
  - Similarities and synergies – both Committees deal with governance, probity and transparency of processes.
4. There is by law an independent person appointed by the Council who advises on standards issues but is not permitted to be a member of the committee. This requirement has been incorporated into the proposed Terms of Reference which states '*the Council is required*

*to appoint at least one Independent person to advise on Standards relating to complaints who shall be invited to meetings in a non-voting capacity'.*

5. There is no requirement to have independent members although the Council can appoint independent members to committees and the current Audit and Governance Committee has two independent members, and this arrangement should continue as it is line with good practice. It should be noted that Harlow District Council does not have any independent members on their Audit and Standards Committee but Broxbourne Council has an independent Chair.

6. It is important the new committee considers Standards issues at each meeting so it is proposed to have standards as a standing item on its agenda

#### Proposed Terms of Reference

7. The newly merged Audit and Standards Committee would have the objective of making a positive contribution to the Council's governance and control environment. The proposed terms of reference articulate the Committee's wide remit including advising and reviewing the Council's arrangements for internal audit, internal control, risk management, financial management, standards and corporate governance. The Committee also has an important role in ensuring public money is spent wisely and providing assurance to the public that the council is complying with the law, has an effective control framework in place and provides quality services in line with corporate priorities.

8. The proposed Terms of Reference for the Audit and Standards Committee (Appendix 1) draws on the experience of merging the Audit and Standards Committee at Broxbourne and Harlow Councils and is based on model Terms of Reference for local authorities as detailed in the Chartered Institute of Public Finance and Accountancy publication: Audit Committees - Practical Guidance for Local Authorities and Police 2013 Edition.

#### The View of the Audit & Governance Committee

9. The Audit & Governance Committee considered these proposals at its meeting held on 30 November 2015. The Committee welcomed the proposals and were in general agreement that the two Committees should merge as it would be more efficient and lead to a (albeit small) reduction in the number of Member meetings each year. It was also felt that oversight of the Council's Treasury Management function should remain with the new Committee, rather than transferring to the Resource Select Committee.

10. The Committee resolved to approve the merger of the two Committees in principle, along with the proposed Terms of Reference, and requested that the views of the Standards Committee be sought on the matter.

#### Conclusion

11. The Standards Committee is requested to consider the proposals and indicate if they are in agreement with the proposed merger of the two Committees. If the Committee is in favour then the proposed Terms of Reference for the new Committee is attached at Appendix 1 for the Committee to consider, propose amendments if necessary, and approve.

12. Final approval for the merger of the Audit and Standards Committee will need to be sought from the Council following formal consultation with both Committees. The Constitution Working Group would be asked to review the proposed new merged Articles and report to the Council accordingly.

## Proposed Terms of Reference for Epping Forest District Council Audit and Standards Committee

### **Statement of Purpose**

1. The role of the Audit and Standards Committee is a key component of the council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial statements and provides a forum for considering ethical issues and ensuring high standards of conduct. The role of the committee is two-fold:
  - Audit - the purpose of the Committee is to provide independent assurance to the members of the adequacy of the risk management framework and internal control environment. It provides independent review of the council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal and external audit arrangements, helping to ensure efficient and effective assurance arrangements are in place.
  - Standards – The Committee deals with a range of matters including issues concerning Councillor's conduct, provides advice and guidance to the Council, the Cabinet and individual Councillors and advises on the application and review of the Members' Code of Conduct.

### **Governance, risk and control**

2. To review the council's corporate governance arrangements against the good governance framework and consider annual governance reports and assurances
3. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account the internal audit opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
4. To note the council's overall approach to value for money in ensuring the council is making best use of its resources.
5. To consider the council's framework of assurance and ensure it is adequately addresses the risk and priorities of the council.
6. To monitor the effective development and operation of risk management in the council.
7. To monitor progress in addressing risk-related issues reported to the committee
8. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions
9. To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
10. To monitor the anti-fraud strategy, actions and resources.

### **Internal Audit**

11. To approve the Internal Audit Charter

12. To approve the internal audit strategy and plan, including internal audit resource requirements, the approach to using other sources of assurances and any work required to place reliance upon these other sources. To approve any significant interim changes to the plan and resource requirements and make appropriate enquires of both management and the Chief Internal Auditor to determine if there any inappropriate scope or resource limitations.
13. To consider regular reports from the Chief Internal Auditor which:
  - Updates on the work of internal audit including key findings, issues of concern and action in hand as a result of internal audit work
  - Highlighting where there are concerns about progress with the implementation of agreed actions or where management has accepted a level of risk that the Chief internal Audit considers is unacceptable to the council.
  - Reports on instances where the internal audit function does not conform to the Public Sector Internal Audit Standards, considering whether the non-conformance is significant enough that it must be included in the Annual Governance Statement
14. To consider the Chief Internal Auditor's annual report:
  - The statement of the level of conformance with the Public Sector Internal Audit Standards and results of the Quality Assurance and Improvement Programme that supports the statement – these will indicate the reliability of the conclusions of internal audit
  - The opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control together with the summary of the work supporting the opinion – these will assist the committee in reviewing the Annual Governance Statement.
15. To support the development of effective communication with the Chief Internal Auditor.

#### **External Audit and Financial Reporting**

16. To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
17. To review the annual statement of accounts. Specifically to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
18. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
19. To be responsible for the appointment of the Council's external auditors and ensure it is in line with the requirements of the Local Audit and Accountability Act 2014.

#### **Treasury Management**

20. To be responsible for the scrutiny of the Council's Treasury Management Strategy, including receiving regular reports on activities, issues and trends to support the committee's understanding of treasury management activities, risks and associated assurances.

#### **Accountability arrangements**

21. To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions.
22. To report to the full Council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.

#### **Membership**

23. The committee shall comprise 5 members, including 3 Councillors and 2 co-opted members. Additionally the Council is required to appoint at least 1 Independent Person to advise on Standards relating to complaints who shall be invited to meetings in a non-voting capacity.
24. Councillors serving as members of the Committee shall be appointed at the Annual Council meeting of Epping Forest District Council for a term of office of one year and shall be eligible for re-appointment for further terms of office.
25. That the seats should be allocated so they are not all drawn from one political group and are also open to councillors who are not affiliated to any political group.
26. Co-opted members shall serve for a period of 3 years from appointment. Such three year appointments shall be overlapping in terms of their expiry dates. A co-opted member may serve for a total of two such terms as of right but may be considered for two further three year terms, provided he or she is successful after open competition following public advertisement. Re-appointment for further terms shall be subject to satisfactory attendance.
27. Casual vacancies for members of the Committee who are Councillors which occur shall be filled at the next ordinary Council meeting (but not an extraordinary meeting) with a term of office expiring on the date of the next Annual Council meeting.

#### **Standards Committee**

28. Promoting and maintaining high standards of conduct by Councillors and Co-Opted Members.
29. Assisting Councillors and Co-Opted Members to observe the Members' Code of Conduct.
30. Advising the Council on the adoption or revision of the Members' Code of Conduct
31. Monitoring the operation of the Members' Code of Conduct.

32. Advising, and/or censuring and/or imposing a sanction on a Councillor or Co-Opted person of a Committee (or former Councillor or Co-Opted person) of the Council.
33. To advise the Council to ensure that all members of the Council have access to training in all aspects of the Member Code of Conduct.
34. Considering dispensations to Councillors and Co-Opted Members (including Parish and Town Councillors) from requirements relating to interests set out in the Members' Code of Conduct.
35. Dealing with reports referred from or on behalf of the Monitoring Officer on any matter, including investigations relating to Councillor conduct.
36. The exercise of (29) to (35) above shall apply to parish councils and their members either directly or through a joint standards arrangement
37. Adjudication on complaints regarding the operation of District Council protocols annexed to the Constitution.
38. The Committee may appoint a Complaints Sub Committee to conduct any hearing into an allegation that a Member or Co-opted Member has breached the Council's Code of Conduct. The Audit and Standards Committee shall decide the membership of the subcommittee, ensuring where possible there is a minimum of three members of the Audit and Standards Committee.
39. The Complaints Sub Committee will undertake the following functions:
  - To conduct any Hearing into an allegation that a Member or Co-opted Member has breached the Council's Code of Conduct.
  - Following a hearing, make one of the following findings:
    - That the Member has not failed to comply with the Code of Conduct and no further action needs to be taken in respect of the matters considered at the hearing: or
    - That the Member has failed to comply with the Code of Conduct but that no further action needs to be taken in respect of the matters considered at the hearing: or
    - That the Member has failed to comply with the Code of Conduct and that a sanction and/or informal resolution should be imposed. The subcommittee may impose any action or combination of actions available to it, or impose any informal resolution or combination of informal resolutions as are available to it by law or policy.
  - After making a finding, providing written notice of its findings and the reasons for its decision to the Member and complainant.

## **Eligibility for membership**

### **Councillor members**

40. Councillors appointed to the Audit and Standards Committee may not also be members of the Cabinet or any select committee appointed by the Overview and Scrutiny Committee with responsibility for reviewing the Council's finances or financial procedures.
41. A Portfolio Holder Assistant (other than any Assistant involved in any portfolio dealing primarily with the Council's finances) appointed by the Leader of the Council shall be eligible for appointment to the Committee.
42. Appointment of Councillors shall be made on the basis of evidence of the aptitude, experience or interest and for this purpose the normal rules for pro rata appointments shall not apply.
43. Formal attendance standards be operated in respect of the three councillor members when reappointment is under consideration by the Council's Appointments Panel and the Chairman and co-opted members of the Audit and Standards Committee be consulted informally about the appointment or reappointment of councillors at the appropriate time.

### **Co-opted members**

44. Co-opted members, independent of the Council, shall be appointed by the Council on the basis of their professional expertise, experience and background as relevant to the role and responsibilities of the Audit and Standards Committee. Initial appointments of co-opted members and the filling of casual vacancies shall be made following public advertisement and interviews, the latter conducted in accordance with arrangements agreed by the Council. If the number of suitable applicants exceeds the number of co-opted places on the Committee, the Council shall keep a waiting list of suitable applicants should casual vacancies occur.

### **Chairman and Vice Chairman**

45. The Chairman and Vice Chairman of the Audit and Standards Committee shall be appointed at the first meeting of the Committee in each Council year for a term of one year expiring on the date of the first meeting of the Committee of the next Council year.
46. Casual vacancies in the position of Chairman and Vice Chairman shall be filled in the same way as required in respect of members of the Committee (see paragraph 28 above).
47. Both Councillors and co-opted members serving on the Committee shall be eligible for appointment to the office of Chairman and Vice Chairman.
48. Where the Chairman of the Committee is a Councillor, the Vice Chairman will be appointed from among the Co-opted members. Where the Chairman is one of the Co-opted members, the Vice Chairman shall be a Councillor.
49. The Chairman and Vice Chairman shall be eligible for re-appointment.

### **Parish/Town Councils**

50. Parish/Town Councils affiliated to the Standards Committee will be sent meeting agendas and invited to attend where appropriate.

**Meetings of the Committee**

51. The Committee shall meet at least three times each financial year.
52. The Committee shall be entitled to require any Member, Director, their representatives or any other officer to attend their meetings in order to discuss any matters under discussion including the annual audit programme.

**Decision Making**

53. Only the Councillors and co-opted members serving on the Committee shall be entitled to vote.
54. All members of the Committee shall be entitled to all documents advice and facilities relevant to their membership of the Committee, regardless of their status as either a Councillor or Co-opted member.

**Other Requirements**

55. All members of the Committee shall respect the confidentiality of Council information and proceedings where appropriate, particularly where exempt or confidential business is involved.
56. All co-opted members of the Committee shall be required to make a statutory registration of interests in the same form as those required of serving councillors and to be aware at all times of the requirement to clear any interest relating to their work on the Committee.
57. Members of the Committee should seek to attend all meetings of the Committee unless there are exceptional circumstances which prevent this.
58. All members of the Committee should ensure that they participate fully in any training designed to assist them in their responsibilities as members of the Committee. Similarly all members should act on appropriate advice and other information supplied by the Council to improve their effectiveness.

Standards Complaints Assessment Matters:  
As at: 07 December 2017

Year	Case reference no.	Case status	Received - date	Investigator
2017	EFDC 1-2017	That a Councillor failed to disclose a (potentially disclosable) interest and remained in the meeting for a planning application considered by an Area Planning Sub-Committee where their partner (the relevant person) worked for a company connected to the site.  <b>Status: Investigation completed, Monitoring Officer requests Complaints Subcommittee Hearing</b>	2 Feb 2017	A Jones
2017	EFDC 5-2017	That a Councillor has failed to declare interests in Companies and is in breach of the Nolan principles in his business dealings.  <b>Status: Determined by Monitoring Officer as not suitable for Investigation, No further action</b>	12 July 2017	N/A

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