

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Standards and Personnel Appeals Committee

Date: **Wednesday, 5th July, 2023**

Time: **6.30 pm**

Venue: **Committee Room, Council Offices, Urban Road,
Kirkby-in-Ashfield**

For any further information please contact:

Lynn Cain

lynn.cain@ashfield.gov.uk

01623 457317

Standards and Personnel Appeals Committee

Membership

Chairman: Councillor Lee Waters

Councillors:

Kier Barsby
Paul Grafton
Phil Rostance

Jamie Bell
Oliver Hay
Dave Shaw

FILMING/AUDIO RECORDING NOTICE

This meeting may be subject to filming or audio recording. If you have any queries regarding this, please contact Members' Services on 01623 457317.

SUMMONS

You are hereby requested to attend a meeting of the Standards and Personnel Appeals Committee to be held at the time/place and on the date mentioned above for the purpose of transacting the business set out below.



Theresa Hodgkinson
Chief Executive

AGENDA

Page

1. **To receive apologies for absence, if any.**
2. **Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests.**
3. **To receive and approve as a correct record the minutes of the meeting of the Committee held on 8 March 2023.** 5 - 8
4. **Standards and Personnel Appeals Committee Induction Training.**
5. **Standards and Personnel Appeals Committee 2023/24 Workplan.** 9 - 14
6. **Quarterly Complaints and Gifts and Hospitality Monitoring.** 15 - 22
7. **Constitution Update.** 23 - 28

This page is intentionally left blank

Agenda Item 3

STANDARDS AND PERSONNEL APPEALS COMMITTEE

Meeting held in the Committee Room, Council Offices, Urban Road, Kirkby-in-Ashfield,

on Wednesday, 8th March, 2023 at 7.00 pm

Present: Councillor Lee Waters in the Chair;

Councillors Christian Chapman, Andy Gascoyne
(as substitute for Jamie Bell), Warren Nuttall and
Helen-Ann Smith.

Apologies for Absence: Councillors Chris Baron and Jamie Bell.

Officers Present: Lynn Cain, Ruth Dennis, Mike Joy and
Shane Wright.

SP.14 Appointment of Chairman to Commence the Meeting

RESOLVED

that Councillor Helen-Ann Smith be appointed as Chairman to commence the meeting due to the Chairman, Councillor Lee Waters, running late due to inclement weather.

SP.15 Declarations of Disclosable Pecuniary or Personal Interests and/or Non-Registrable Interests

No declarations of interest were made.

SP.16 Minutes

RESOLVED

that the minutes of the meeting of the Committee held on 7 December 2022, be received and approved as a correct record.

SP.17 Annual Ethical Governance Update

(Councillor Lee Waters took the Chair, having arrived at 7.05pm.)

The Executive Director for Governance and Monitoring Officer presented an overview of the work of the Standards and Personnel Appeals Committee during 2022/2023 including proposals for the new Workplan for 2023/24.

Members acknowledged that the Work Plan would be almost complete following consideration of the items on the agenda that evening. In respect of the review of the Nottinghamshire Authorities Protocol with Nottinghamshire Police, this piece of work would again be rolled forward to the new 2023/24

Work Plan for completion. Frequent changes in Police personnel, specifically the SPOC Officer (Single Point of Contact) had stalled progression of the review over the previous year but now a new officer was in place, it was intended to commence the review following the District Council Elections in May 2023.

A couple of items had been added as suggested items for the 2023/24 Workplan and these were as follows:

- evaluation of the Members' Training and Induction Programme post delivery, including the ongoing development of appropriate training opportunities for Members going forward
- review of the Members' Code of Conduct to consider any amendments following its approval in 2021 (taking into account any updates should the LGA also revisit their Model Code of Conduct document content during 2023/24).

In respect of the review of the Disclosure and Barring Service (DBS) Policy following its introduction in 2019, Members acknowledged that no changes would be required to the content on this occasion. It was also noted that a single Gifts and Hospitality submission had been received from a Member earlier in the municipal year.

The Scrutiny Research Officer advised Members that following on from the last meeting, no changes had been suggested by Members in respect of the Social Media Policy so the document would go forward for Council approval in May 2023 as per the agreed procedure.

RESOLVED that

- a) progress made in relation to the agreed 2022/23 Work Plan, as presented, be noted;
- b) the suggested Work Plan items for 2023/2024, as outlined in the report, be approved;
- c) the single declaration of Member gifts and hospitality received during 2022/23, be noted;
- d) the outcome of the review of the Disclosure and Barring Service (DBS) Policy to make no changes to the policy at the present time, be noted;
- e) Council be recommended to approve the Members' Social Media Policy as attached at Appendix 2 to the report;
- f) the number of Member complaints received during 2022/23 to date as summarised in the report and the current outstanding complaints as set out in Appendix 3 to the report, be noted.

SP.18 Annual Constitution Review

The Scrutiny Research Officer presented the report which detailed the proposed annual changes to the Constitution for the 2023/24 municipal year.

Members were asked to note that the proposed changes were fairly minimal, which was to be expected in the run up to the District Council Elections in May 2023. The table contained in the report, highlighted the main changes for 2023/24 including any textual amendments and updates to officer titles as required.

Since publication of the agenda, a further change had been added to the list in respect of Council Procedure Rule 14 (Motions on Notice). It was intended that reference would be made to the new Motion Proforma that would be required to be completed by any Member wishing to submit a motion. In addition, it would now be a requirement for the mover to obtain and include on the Proforma document, any potential financial implications for their motion should it be subsequently approved.

During the discussion particularly around the unnecessary length of text in recent motions and a possible return to more succinct motions minus any preambles, it was suggested that should such a change be made, movers of motions should be given more time to present their motions rather than just the 5 minutes as currently prescribed.

RESOLVED

that the proposed changes to the 2023/24 Council Constitution as outlined in the report and during presentation at the meeting, be endorsed and submitted to Council for approval subject to the incorporation of an extended speech time for movers of motions only.

SP.19 Member Induction Programme 2023

The Scrutiny Research Officer presented the report and explained the draft format and content of the Member induction and training programme for implementation following the District Council Elections on 4 May 2023.

Having listened to Members' feedback and suggestions at the last meeting, it was intended to run the programme over 3 days with some training sessions being delivered to smaller groups as requested. Regular breaks had been incorporated and more of the sessions were to be delivered by external trainers as opposed to officers, again as suggested by Members.

It was intended that the first day (9 May) would be an induction 'drop in' session to enable new Members to sign the declarations of office, have their photos taken, collect their IT equipment and complete their HR forms for payment purposes and DBS checks as required. It would also give new Members the opportunity to meet the Democratic Services Team and Senior Officers as part of the induction process. It was acknowledged by the Committee that a further evening induction session would be arranged to enable new Members with work commitments to attend.

Three further training days would then follow provisionally on Wednesday, 10 May, Friday, 12 May and Monday 15 May. Training slots were currently being allocated to service areas across the Council and confirmation had been received that the Local Government Association (LGA) would be in attendance to deliver a session in respect of appropriate Member behaviours and meeting etiquette.

Once the initial induction and training programme was complete, it was intended to arrange further targeted training sessions across the following weeks to impart more in-depth knowledge to new Members once they had been appointed to Committees etc.

To enable training providers and Council officers to gain some insight into new Members preferred methods of learning, it was suggested that enabling Members to undertake a Myers-Briggs style of questionnaire to ascertain how their personality affects learning and teaching styles, might enhance the learning experience going forward.

RESOLVED

that the draft Member Induction Programme 2023, as detailed within the report, be noted and approved in principle.

SP.20 Annual Whistleblowing Policy Update

The Executive Director of Governance and Monitoring Officer presented the report and asked Members to approve the two minor job title changes to the Whistleblowing Policy as appended to the report. There had been one anonymously reported incident of whistleblowing drawn to the Monitoring Officer's attention over the past year but having been investigated, it was found to have no foundation and no further action was required.

RESOLVED that

- a) the minor changes to the Whistleblowing Policy in accordance with the draft attached to the report at Appendix 1, be approved;
- b) the operation of the Whistleblowing Policy during 2022/23 to date, be received and noted.

The meeting closed at 8.35 pm

Chairman.



Report To:	STANDARDS AND PERSONNEL APPEALS COMMITTEE
Date:	5 JULY 2023
Heading:	STANDARDS AND PERSONNEL APPEALS COMMITTEE 2023/24 WORKPLAN
Executive Lead Member:	NOT APPLICABLE
Ward/s:	NOT APPLICABLE
Key Decision:	NO
Subject to Call-In:	NO

Purpose of Report

This report asks Members of the Committee to consider and approve the attached Work Plan for the Committee for the next municipal year.

Recommendation(s)

The Committee is requested to consider and approve the Standards and Personnel Appeals Committee Work Plan for 2023/24.

Reasons for Recommendation(s)

To reflect good practice.

Alternative Options Considered

The Committee may consider adding or deleting work items and may consider if the proposed timeframe for completion of tasks needs amending.

Detailed Information

The draft work plan for the Standards and Personnel Appeals Committee for the municipal year 2023/24 is attached at Appendix 1 to the report.

The Committee is asked to consider the draft plan for approval. The Work Plan includes suggested items put forward in the Annual Ethical Governance Update report which was presented to Committee in March 2023.

Implications

Corporate Plan:

To ensure we deliver high-quality public services we have adopted a set of corporate values which underpin the successful delivery of our priorities. How we work is as important as what we do. The Council's values are:

- People Focussed;
- Honest;
- Proud;
- Ambitious.

It is important that the Council has the most effective infrastructure and support to enable:

- The delivery of the Corporate Plan
- Financial sustainability to continue to deliver key services
- A productive workforce that delivers services well

Legal:

There are no significant legal issues associated with the approval of the work plan. Legal issues in relation to specific pieces of work will be considered at that time. [RLD 21/06/2023]

Finance: [CWH 21/06/23]

Budget Area	Implication
General Fund – Revenue Budget	None. There are no financial implications associated with approving the work plan. Any financial issues in relation to specific pieces of work will be considered at that time.
General Fund – Capital Programme	None.
Housing Revenue Account – Revenue Budget	None.
Housing Revenue Account – Capital Programme	None.

Risk:

Risk	Mitigation
<p>There are no risks associated with the approval of the work plan itself.</p> <p>Failing to adopt a work plan would not be considered best practice as the Council would then not be able to ensure the Council exercises its duties to promote and maintain high standards of ethical conduct.</p> <p>The Council has recognised the following Corporate Risk: ADC) CR003 Ethical Governance – failure/delay to implement changes to the Members' Code of Conduct and recommendations of the Committee on Standards in Public Life (CSPL) and Peer Challenge)</p>	<p>Approval of the work plan.</p> <p>The implementation of the work plan for this Committee ensures the Council is open and transparent in the way it deals with ethical governance.</p> <p>The reporting and work of the Committee demonstrates the Council's commitment to maintaining high levels of ethical behaviour and incorporates work plan items to address the identified risk.</p>

Human Resources:

There are no direct HR issues relating to the adoption of the work plan.

Environmental/Sustainability

There are no Environmental/Sustainability issues relating to the adoption of the work plan. Each work plan item will consider equalities issues as part of its development and implementation.

Equalities:

There are no direct equalities issues relating to the adoption of the work plan. Each work plan item will consider equalities issues as part of its development and implementation.

Other Implications:

None.

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

None.

Report Author and Contact Officer

Ruth Dennis

EXECUTIVE DIRECTOR, GOVERNANCE

MONITORING OFFICER

ruth.dennis@ashfield.gov.uk

01623 457009

Standards and Personnel Appeals Committee

Work Plan – 2023/2024

Proposed Work Item	Timeframe
<p>1. Quarterly Update</p> <p>A report to Committee to keep it updated in respect of new and ongoing complaints made relating to the conduct of Members and to update Members in respect of Declarations of Gifts and Hospitality.</p>	<p>July 2023 October 2024 December 2023 March 2024</p>
<p>2. Constitution Changes</p> <p>To consider proposed changes to the Constitution for recommendation to Council.</p>	<p>July 2023</p>
<p>3. Members' Training and Induction Programme</p> <p>To review the success of the Members' Induction Programme and review / develop ongoing training.</p>	<p>October 2023</p>
<p>4. Review of the Nottinghamshire Authorities Protocol with Nottinghamshire Police</p> <p>To review the Nottinghamshire Authorities Protocol with Nottinghamshire Police regarding the reporting of potential breaches of the Code of Conduct relating to Disclosable Pecuniary Interests</p>	<p>October 2023</p>
<p>5. Review of the Members' Code of Conduct and related documents</p> <p>To review the Members' Code of Conduct to consider amendments. In conjunction with this, to review related documents such as the Complaints Process, Member/Officer Protocol.</p>	<p>December 2023 March 2024</p>

<p>6. Whistleblowing Policy</p> <p>Annual report to consider amendments (if required) to the policy and to monitor the application of the policy</p>	<p>March 2024</p>
<p>7. Annual Review</p> <p>Report to consider the work of the Committee over the year compared to the Work Plan</p> <p>To consider an overview of the ethical governance of the Council</p>	<p>March 2024</p>
<p>8. Constitution Review</p> <p>Consideration of proposed amendments to the Constitution for recommendation to Council</p>	<p>March 2024</p>



Report To:	STANDARDS AND PERSONNEL APPEALS COMMITTEE
Date:	5 JULY 2023
Heading:	QUARTERLY COMPLAINTS AND GIFTS AND HOSPITALITY MONITORING
Executive Lead Member:	NOT APPLICABLE
Ward/s:	ALL
Key Decision:	NO
Subject to Call-In:	NO

Purpose of Report

The purpose of this report is to provide the Standards and Personnel Appeals Committee with an update in respect of Members' Code of Conduct complaints for Quarter 1 of 2023 (April – June 2023). Furthermore, this report provides an update on any Gifts and Hospitality declarations received for Quarter 1 of 2023 (April – June 2023).

Recommendation(s)

The Standards and Personnel Appeals Committee is recommended to:

- a. Note the updated position in respect of Members' Code of Conduct complaints and Gifts and Hospitality declarations as set out in Appendix A.

Reasons for Recommendation(s)

To enable the Standards and Personnel Appeals Committee to monitor the volume and progress of complaints and gifts and hospitality declarations.

Alternative Options Considered

No alternative options are considered appropriate.

Detailed Information

COMPLAINTS – APRIL TO JUNE 2023

There have been no formal complaints submitted in the period April – June 2023. There are 3 complaints that are ongoing. 1 with ongoing dialogue with the complainant and 2 are subject to ongoing external investigations.

2 submissions have been determined to fall outside of being formal complaints due to them being statements or views with no resolution requested or identified. 2 Parish Councillor complaints have been investigated and determined as not upheld.

See Appendix A for a full up-to-date schedule of complaints.

GIFTS AND HOSPITALITY – APRIL TO JUNE 2023

There have been no declarations of received gifts and hospitality from April to June 2023.

Implications

Corporate Plan:

The Council will strive to ensure effective community leadership, through good governance, transparency, accountability and appropriate behaviours.

Legal:

There are no direct legal implications resulting from the recommendations within this report. [RLD 27/06/2023]

Finance:

The Council incurs costs investigating complaints of alleged Member misconduct if investigations are carried out externally. These costs are met through the General Fund. The Council investigates complaints internally as much as possible to reduce costs. Where complaints need to be investigated externally these costs are expected to be contained within existing budgets.

Budget Area	Implication
General Fund – Revenue Budget	Not applicable.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
<p>Potential for negative perception of the Council which impacts the Council's reputation. Potentially adverse impact upon the workings of the Council.</p> <p>Associated legislation does not provide "strong" sanctions for breaches to the Members' Code of Conduct which may make regulation of poor ethical behaviour difficult and leave complainants dissatisfied with outcomes.</p>	<p>The Standards and Personnel Appeals Committee approves an annual work programme to consider how it will ensure high standards of ethical behaviour.</p> <p>Presentation of Quarterly Complaint Monitoring reports to the Standards and Personnel Appeal Committee ensures ongoing monitoring of complaints to identify trends and areas for improvement.</p>

Human Resources:

There are no direct HR implications resulting from the recommendations within this report.

Environmental/Sustainability:

There are no direct environmental/sustainability implications resulting from the recommendations within this report.

Equalities:

Any equalities implications identified through the investigation of complaints are duly investigated and reported on.

Other Implications:

There are no other implications resulting from the recommendations within this report.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

None.

Report Author and Contact Officer

Michael Joy
Assistant Director – Democracy

michael.joy@ashfield.gov.uk

01623 457232

Sponsoring Executive Director

Ruth Dennis

Executive Director of Governance and Monitoring Officer

ruth.dennis@ashfield.gov.uk

01623 457009

QUARTER 1 UPDATE OF COMPLAINTS (April – June 2023)

REFERENCE	DATE COMPLAINT RECEIVED BY MONITORING OFFICER	COMPLAINANT TYPE	COMPLAINT ABOUT A DISTRICT OR PARISH COUNCILLOR	ALLEGED BREACH	PROGRESS UPDATE	OUTCOME
ADC2022/04	8/5/2022	District Councillor	District Councillor	1.1 Respect 2.1 Bullying	Councillor apologised for any misunderstanding with the language used and any offence taken	Local resolution
ADC2022/05	9/5/2022	District Councillor	District Councillor	2.2 Contrary to high standards of conduct. 2.3 Disrepute	Not upheld	Not Upheld
ADC2022-11	25/9/2022	Public	District Councillor	2.2 Contrary to high standards of conduct. 2.3 Disrepute	Awaiting outcome from external investigation	TBC
ADC2022-12	18/10/2022	ADC Employee	District Councillor	1.1 Respect 2.1 Bullying	Completed	Complaint dropped in agreement with

					Employee signed agreement to end employment and drop all current complaints	the complainant
ADC2022-13	26/10/2022	District Councillor	District Councillor	2.2 Contrary to high standards of conduct. 2.3 Disrepute	Awaiting outcome from external investigation	TBC
ADC2022-14	20/11/2022	Public	District Councillor	2.2 Contrary to high standards of conduct. 2.3 Disrepute	Completed, Number of statements and questions not a formal complaint.	Not a formal complaint
ADC2022-15	2/12/2022	Public	District Councillor	1.1 Respect 2.1 Bullying 2.2 Contrary to high standards of conduct. 2.3 Disrepute	Completed. Not submitted as formal complaint, asked for a call back which was attempted a number of times but no response.	Not a formal complaint
ADC2022-16	30/1/2023	Public	Planning Committee Members	2.2 Contrary to high standards of conduct.	Went against Officers recommendations, advised that this was within the powers of the Committee	Not Upheld
ADC2022-17	2/2/2023	Public	District Councillor	2.2 Contrary to high standards of conduct.	Have met in person with complainant. Multiple issues and has requested another meeting in July 2023.	Ongoing

ADC2022-18	3/2/2023	District Councillor	District Councillor	2.2 Contrary to high standards of conduct. 2.7 Disrepute	Complete	Not upheld
SPC2022-01	27/4/2022	Public	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. 2.7 Disrepute	Complete	Not upheld
SPC2022-02	18/8/2022	Public	Selston Parish Councillor	2.1 Respect 2.2 Contrary to high standards of conduct.	Complete	Not upheld

GIFTS AND HOSPITALITY: April – June 2023

REFERENCE	DATE OF GIFT/HOSPITALITY	TYPE
N/A	N/A	None received

Long-Term Ongoing

REFERENCE	DATE COMPLAINT RECEIVED BY MONITORING OFFICER	COMPLAINANT TYPE	COMPLAINT ABOUT A DISTRICT OR PARISH COUNCILLOR	ALLEGED BREACH	PROGRESS UPDATE	OUTCOME
ADC2020-04	26 June 2020	Public District Councillor	District Councillor	2.1 Respect 2.2 Contrary to high standards of conduct. 2.5 Confidentiality	Further discussions to be arranged with subject member – seeking informal resolution	



Report To:	STANDARDS AND PERSONNEL APPEALS COMMITTEE
Date:	5 JULY 2023
Heading:	CONSTITUTION UPDATE
Executive Lead Member:	NOT APPLICABLE
Ward/s:	ALL
Key Decision:	NO
Subject to Call-In:	NO

Purpose of Report

The purpose of this report is to present the Standards and Personnel Appeals Committee with further proposed updates to the Council's Constitution. Members are asked to consider the updates and make recommendations to the next meeting of Council on 27 July 2023.

Recommendation(s)

The Standards and Personnel Appeals Committee is recommended to:

- a. Discuss the proposed changes to the Council's Constitution and recommend updates for consideration and approval to the next meeting of Council on 27 July 2023.

Reasons for Recommendation(s)

The Council's Constitution is reviewed and updated throughout each year to ensure it remains fit for purpose.

Alternative Options Considered

The Council could choose not to review and update the Constitution regularly. However, this would be contrary to best practice and reduce the value of the document as an authoritative guide on how the Council operates.

Detailed Information

CONSTITUTION UPDATE

The Council's Constitution is reviewed and updated throughout the year to ensure it remains fit for purpose. Changes are made primarily to ensure the Constitution is in line with policy changes within the Council and any changes to legislation that may impact the provisions set out within each section.

The table below sets out changes proposed as part of the most recent update exercise.

Constitution Section	Proposed Updates
<p>Part 3 - Responsibility for Functions</p>	<p><u>Responsibility for Council Functions and Scheme of Delegations</u></p> <p>1.2 (e) – Proposed to include a provision as follows:</p> <p><i>It is the responsibility of the Chief Executive (Proper Officer) to enact the wishes of the Groups of the Council in appointing members to committees based on the established political proportionality. This is in accordance with the Local Government and Housing Act 1989, the Local Government Act 2000, the relevant Statutory Regulations, and the Council's Constitution.</i></p> <p><i>Any changes to committee membership must be notified to Democratic Services by the relevant Group Leader no later than 5pm 7 clear working days before the meeting where membership will change.</i></p> <p><i>Changes to committee membership will be announced by the appropriate Chairman at the next meeting of the committee with altered membership.</i></p>
<p>Part 4 – Rules of Procedure</p>	<p>Council Rules of Procedure</p> <p><u>Ordinary Meetings – Order of Business</u></p> <p>2.1 (v) – Proposed to include <i>Chairman's Presentation of Awards/Certificates</i> as a new item on the order of business.</p> <p>2.1 (x) – <i>Receive updates from members of the Cabinet on their portfolio activity, within a maximum collective time allocation of 30 minutes. Proposed to add a 3 minute maximum speech time per Executive Lead Member.</i></p> <p><u>Annual Budget Setting – Order of Business</u></p> <p>Proposal to include an established order of business for the Annual Budget Setting meeting, like is included for the Annual Council Meeting, Ordinary Council Meetings, and Extraordinary Council Meetings.</p>

	<p>The proposer of the Annual Budget report will have 15 minutes to move the item as well as 5 minutes to summate following debate. The seconder of the Annual Budget report will have 10 minutes to second the item. Council Procedure Rule 16.4 – Content and Length of Speeches will still apply for all other Members partaking in debate on the Annual Budget report.</p> <p><u>Motions on Notice</u></p> <p>Scope 14.3 – Proposed to include a provision that <i>Valid motions must include appropriate and sufficient information to enable Councillors to make a lawful decision – for example legal, financial, statutory, and policy implications.</i></p> <p>Rules 14.4 – Proposed to include speech timings for proposer and seconders of motions. The timings are proposed as: Proposer – 8 minutes to move the motion and 5 minutes to summate following debate. Secunder – 6 minutes to second a proposed motion, if the seconder reserves their right to speak, they will still have the 6 minutes at any point during the debate. All other Members will have 5 minutes to speak to the proposed motion, and 5 minutes to speak to any proposed amendment.</p> <p>Rules 14.4 – Proposed to add in a rule stating that <i>It is not necessary to read the motion in full when moving the motion, providing the motion has been provided in writing to Council.</i></p> <p>Employment Procedure Rules</p> <p>The Employment Procedure Rules have been revised to ensure they remain fit for purpose and in accordance with legislation and policy.</p>
<p>Part 5 – Members’ Code of Conduct</p>	<p><u>Member Training</u></p> <p>Appendix D – Mandatory Training – Proposed to include provision for flexibility regarding certain mandatory training requirements. For example, if a Member has evidence of recently completing training related to GDPR and Data Protection, it may not be necessary to attend Council arranged training.</p> <p>Any arrangement in this regard would need to be agreed with the Monitoring Officer or Deputy Monitoring Officer(s) on a case by case basis.</p> <p>Mandatory training requirements would remain for committee specific training, including Planning Committee, Licensing Committee, Audit Committee, Chief Officers Employment Committee, and Standards and Personnel Appeals Committee.</p> <p><u>Social Media Policy</u></p>

	The Standards and Personnel Appeals Committee approved an updated version of the Members' Social Media Policy in March 2023. Adoption of the Policy to be recommended to Council and subsequently appended to the Members' Code of Conduct within the Constitution.
Miscellaneous	Changes will be made throughout the entire Constitution to ensure included information reflects the Council's most up to date arrangements. This includes changes to job titles (such as the Senior Leadership Team/Assistant Directors) and changes to committee names (such as the new Select Committees).

Implications

Corporate Plan:

The Council strives to ensure effective community leadership through good governance, transparency, accountability, and appropriate behaviours. The Constitution underpins these aims.

Legal:

In accordance with Article 13 of the Constitution, the Monitoring Officer is responsible for keeping the Constitution under review. The Monitoring Officer is delegated the authority to make minor amendments to the Constitution or make amendments to reflect in year changes. Substantive changes to the Constitution must be approved by the Council. [RLD 27/06/2023]

Finance:

There are no direct financial implications resulting from the recommendations within this report.

Budget Area	Implication
General Fund – Revenue Budget	Not applicable.
General Fund – Capital Programme	
Housing Revenue Account – Revenue Budget	
Housing Revenue Account – Capital Programme	

Risk:

Risk	Mitigation
Failing to regularly review and update the Constitution would increase the risk of failing to	The Constitution is reviewed and updated regularly to ensure it remains fit for purpose.

adhere to legislation, policy, and practices, and could negatively impact the Council's decision-making.	
--	--

Human Resources:

There are no direct HR implications resulting from the recommendations within this report. Sections within the Constitution such as the Code of Conduct for Employees and Member/Officer Protocol are regularly reviewed to ensure they remain fit for purpose, with consideration to any HR implications.

Environmental/Sustainability:

There are no direct environmental/sustainability implications resulting from the recommendations within this report.

Equalities:

There are no direct equalities implications resulting from the recommendations within this report.

Other Implications:

None.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

None.

Report Author and Contact Officer

Shane Wright
Scrutiny Research Officer
shane.wright@ashfield.gov.uk
01623 457318

Sponsoring Executive Director

Ruth Dennis
Executive Director of Governance and Monitoring Officer

ruth.dennis@ashfield.gov.uk

01623 457009