

Title: LGA Model Councillor Code of Conduct-Ancillary Documents
Lead Officer: Graham Leach Democratic Services Manager & Deputy
Monitoring Officer (01926 456114)
Portfolio Holder: Councillor Andrew Day
Wards of the District directly affected: None

1. Addendum

- 1.1. Following the publication of the agenda for the meeting Councillor Carolyn Gifford has provided a number of suggested grammatical changes to the Appendices, to the report author and the Chairman. Officers are supportive of these make minor amendments but rather than bring these forward as changes for the Committee consider it is considered more appropriate for the Committee to delegate authority to the Democratic Services Manager & Deputy Monitoring Officer to make these changes, in consultation with the Chairman of the Committee, prior to publication of the forms.
- 1.2. Councillors will be aware that within the Appendices to the report they refer to the Audit & Standards Committee. This has been included on the assumption that the Council will introduce this Committee from 12 May 2022 and remove the current Standards Committee. The intention is not to publish the documents that refer to the Committee until Council has taken that decision. However, if they are agreed officers will share the interests and gifts forms with Councillors and Parish/Town Clerks after this meeting has ended. This is because all Councillors covered by the new and adopted Code will be required to complete a new disclosure form.
- 1.3. Councillor Gifford has asked a question in respect of the proposed co-option of Parish/Town Council representatives and if this should be open to all Parish/Town Councillors or if some should be excluded. This has been considered by officers and the view is that District Councillors who are also Parish & Town Councillors should be excluded from this role. The aim of the appointment is to provide greater voice for Parish & Town Councils by allowing these roles to be taken by District Councillors (who are also Parish/Town Councillors) this may negate that engagement. It is therefore proposed that within the procedure for the appointments (Appendix 8 to the report) is amended to reflect this.

1.4. In respect of the Complaint Form at Appendix 3 to the report, it is proposed that table 2 be amended to read as follows, this provides more consistency with the descriptions used for each section:

ii. Please tick the relevant box(es) below to show which part(s) of the Code you feel has/have been breached.

	Section 1 Failing to treat others with respect.
	Section 2 Committing an act or acts of bullying, harassment or discrimination.
	Section 3 Compromising the impartiality of officers of the Council.
	Section 4 Failing to maintain confidentiality and/ or improperly using information.
	Section 5 Bringing the office of Councillor into disrepute.
	Section 6 Inappropriate use of their position as a Councillor.
	Section 7 Inappropriate use of local authority resources and facilities.
	Section 8 Did not comply with the Code of Conduct by: <ul style="list-style-type: none"> • failing to undertake Code of Conduct training provided by the local authority • failing to cooperate with a Code of Conduct investigation and/or determination • intimidating or attempting to intimidate a person who is involved with the administration of an investigation or proceedings • not complying with a sanction imposed following a breach of the Code of Conduct.
	Section 9 Failing to declare Interests.

1.5. As the Committee will be aware the Council has encouraged all Parish & Town Councils in Warwick District to sign up to the LGA model Code of Conduct. Officers have been in contact with all Parish & Town Councils in the District and 19 of 24 have either adopted it already or intend to adopt it this month. The remaining five have been contacted by email this week. If a response is not received this week officers will call the respective Clerks and also make the District Ward Councillor aware so they can assist if required or raise it when they next attending a meeting of that Council.

1.6. The Council had previously decided to appoint a Third Independent Person. This had been paused through the pandemic and as a result of the possible merger with Stratford-on-Avon District Council. Officers will now be progressing this over coming months. This recognises the term of office for Independent Persons as set out at Appendix 6 paragraph 6.1, that suggest the term of office should be four years. Thus providing an opportunity for sharing knowledge, skills through an overlap of time in office.

Officer/Councillor Approval

Please complete and submit to Democratic Services with addendum

Officer Approval	Date	Details of consultation /comments received
Ward Member(s)		
Portfolio Holder WDC		
Financial Services *		
Legal Services *		
Other Services		
Deputy Chief Executive	4/5/2022	Andrew Jones
Head of Service(s)		
Section 151 Officer		
Deputy Monitoring Officer	4/5/22	Graham Leach
CMT (WDC)		
Leadership Co-ordination Group (WDC)		
Other organisations		
Does this addendum contain exempt info/Confidential? If so, which paragraph(s)?		No/
Accessibility Checked?		